

# CHEATHAM COUNTY BOARD OF EDUCATION BOARD MEETING AGENDA

## Cheatham County Board of Education

September 5, 2024

Place: Educational Annex/Board Room

Time: 7:00 PM

1. Call to Order
2. Moment of Silence - Robert Epps
3. Pledge of Allegiance - Robert Epps
4. Roll Call
5. Election of School Board Chairman to serve through September 2025 Policy 1.200  
Method of Election of Offices
6. Election of School Board Vice Chairman to serve through September 2025 Policy 1.200  
Method of Election of Offices
7. Approval of Agenda
8. Presentations, Awards Recognitions

**ACESA**

Nicole Klingman, Academic Specialist

**ECES**

Kelsey Horton, Teacher

**KSES**

Nicky Wooten, Special Education Interventionist

**PEFAMS**

Hope Sovine, Teacher

**PVES**

Kim Binkley, Attendance

**WCES**

Tucker Carter, Assistant

**CMS**

Ashley Thomason, Attendance

**HMS**

Michaela Colter, Teacher

**SMS**

Kristie Langston, Teacher

**CCCHS**

Ashten Gates, Guidance Secretary/Long Term Librarian Sub

**HHS**

Gabriela DiCarlo, Teacher

**SHS**

Jake Pugh, Teacher

**RA**

Katie Metcalf, District Resource Coordinator

**Daycare**

Linda Williams, WCES Daycare

**Nutrition**

Patti Bridges, PEFAMS Cafeteria Manager

**Transportation/Maintenance**

Shawn Pemberton, Maintenance Tech

**Central Office**

Shannon Martin, Administrative Assistant

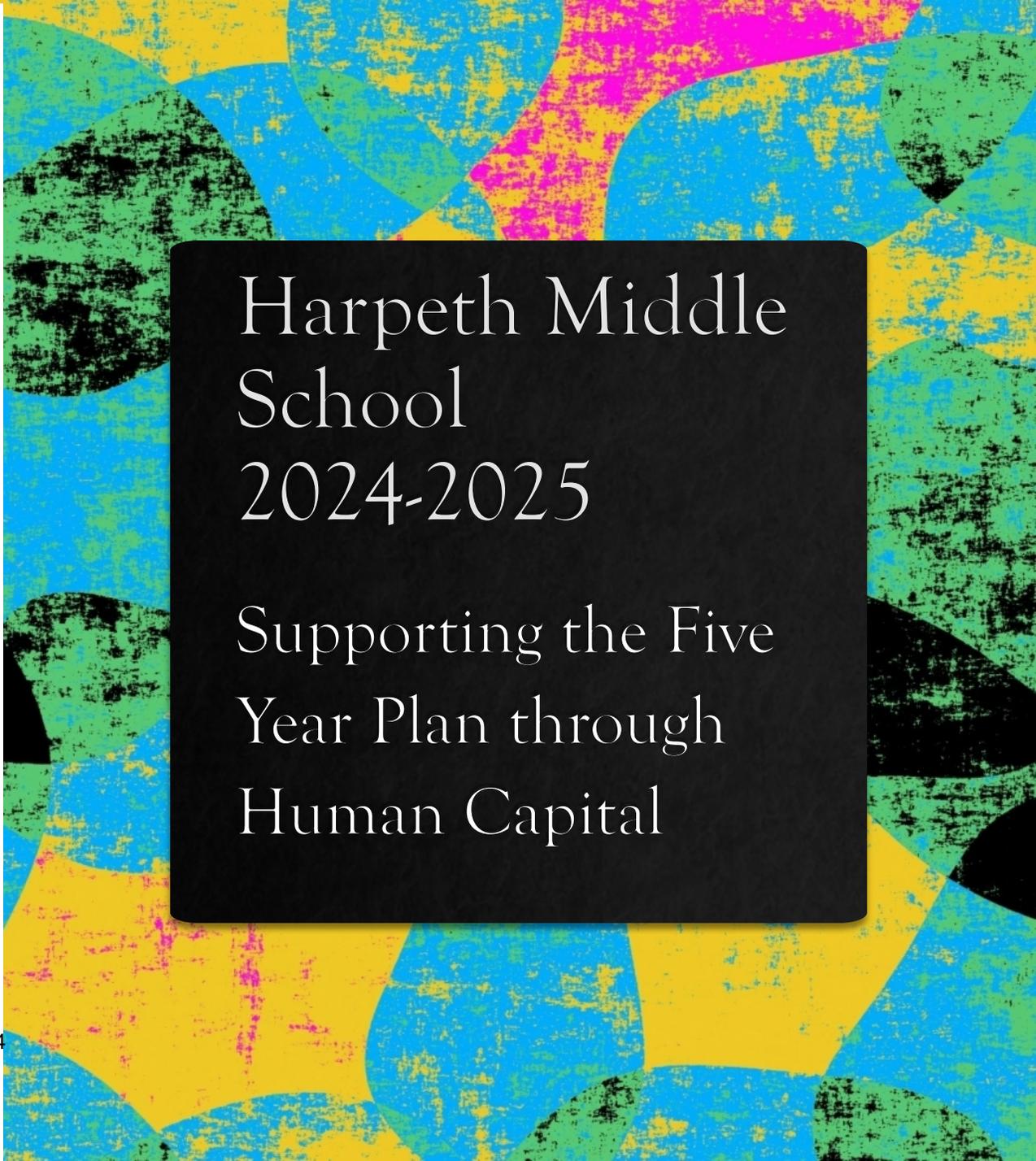
9. Public Forum
  1. Dr. Martha Wettemann
  2. Beth Bostwick
10. School Improvement Plan (SIP) Goal Update - HMS - Dr. Audra Williams
11. Executive Committee
12. Five Year Plan
  - Wendy Cox, HR
13. Elected Officials - Opportunity for Elected Officials to Address Board
14. Consent Agenda
  - A. Minutes: August 8, 2024
  - B. Disposal of surplus equipment/materials
    1. RA Principal Bringard requests the disposal of the following broken/unusable items: two file cabinets, 50 out of date books, old metal file cabinet, 14 walkie talkies, one wooden bookstand, one 5 drawer cabinet, one 5 shelf bookshelf, one 3 shelf bookshelf and one wooden table.
    2. SHS Principal Wenning requests disposal of the following broken/unusable items: 4 teacher desks, 4 student desks, 2 file cabinets. 1 mini fridge, 5 office chairs, 5 student chairs, 1 small bookcase, 1 mini podium, 1 small table, 6 wooden planks and 1 broken plastic table.
    3. ACESA Principal Owen requests the disposal of the following broken/unusable items: One hydroponic tower with outdated technology.
    4. SMS Principal Robyn Miller requests disposal of the following broken/unusable items: 2 teacher desks, 1 folding table, one computer desk, 8 student desks, 2 student chairs, 1 teacher desk chair 1 tall filing cabinet and 3 stand alone desks.
15. Budget and Finance
  - A. Summary
  - B. CMS Walk In Cooler/Freezer - Fund 143 \$195,000.00
  - C. Various Nutrition Equipment Purchase - Fund 143 \$262,000.000
  - D. Raise Your Hand Grant - \$15,000.00 from GP and accept \$95,000.00 Grant
  - E. CCLC 21st Century (Cheatham Achievers) - \$157,575.00
16. Old Business
  - A. Substitute Bonus/Incentive
  - B. Policy 4.214 Use of Artificial Intelligence Programs - second reading

- C. Policy 4.301 Interscholastic Athletics - second reading
  - D. Policy 4.403 Library Materials - second reading
  - E. Policy 4.603 Promotion and Retention - second reading
  - F. Policy 5.307 Physical Assault Leave - second reading
  - G. Policy 5.701 Substitute Teachers - second reading
  - H. Policy 6.203 School Admissions - second reading
  - I. Policy 6.309 Zero Tolerance Offenses - second reading
  - J. Policy 6.316 Suspension - second reading
  - K. Policy 6.318 Admission of Suspended or Expelled Students - second reading
  - L. Policy 4.600 Grading System - second reading
17. New Business
- A. Policy 2.403 Surplus Property Sales - first reading
  - B. Policy 2.806 Bids and Quotations - first reading
  - C. Policy 5.802 Qualifications and Duties of the Director of Schools - first reading
  - D. Policy 6.300 Code of Conduct - first reading
  - E. Policy 6.4052 Opioid Antagonist - first reading
  - F. Policy 6.409 Reporting Child Abuse - first reading
  - G. Policy 6.312 Use of Personal Communication Devices and Electronic Devices - first reading
  - H. Policy 5.106 Application and Employment - first reading
  - I. Policy 1.803 Tobacco-Free Schools - first reading
  - J. Policy 4.700 Testing Programs - first reading
18. Brief comments from Board Members
19. Announcements
20. Adjourn



HMS 24-25

#FLIPTHESCRIPT



Harpeth Middle School  
2024-2025  
Supporting the Five Year Plan through Human Capital

STUDENT LEADERSHIP

CHMS

VISION BOARD 2024

2025

THE SCRIPT

WE DIDN'T COME HERE TO BE AVERAGE. -M.JORDAN

#FlipTheScript

# Human Capital

The Cheatham County School District will build staff capacity through implementation of a professional learning program that provides training, coaching, and mentoring that instills a growth mindset.

# Professional Learning Opportunities

◆ Harpeth Middle School is utilizing these two organizations to help empower our teachers to be the best educators!

◆ NIET

◆ Instructional Partners



# NIET – National Institute for Excellence in Teaching

- ◆ It's a nonprofit organization that focuses on improving the quality of teaching and leadership in schools across the United States.
- ◆ **Professional Development:**
- ◆ **Leadership Development:**
- ◆ **Research:**
- ◆ Ultimately, NIET aims to ensure that all students have access to excellent teachers and the support they need to succeed.



# Instruction Partners/ We love our community partners too!

- ◆ HMS has partnered with Instruction Partners in order to empower our math teachers as we learn all the benefits of the new math curriculum.
- ◆ They do this by:
- ◆ **Professional Development:**
- ◆ **Curriculum Support:**
- ◆ **Collaboration Opportunities:** Instruction Partners can facilitate collaboration among teachers to share best practices and learn from each other.

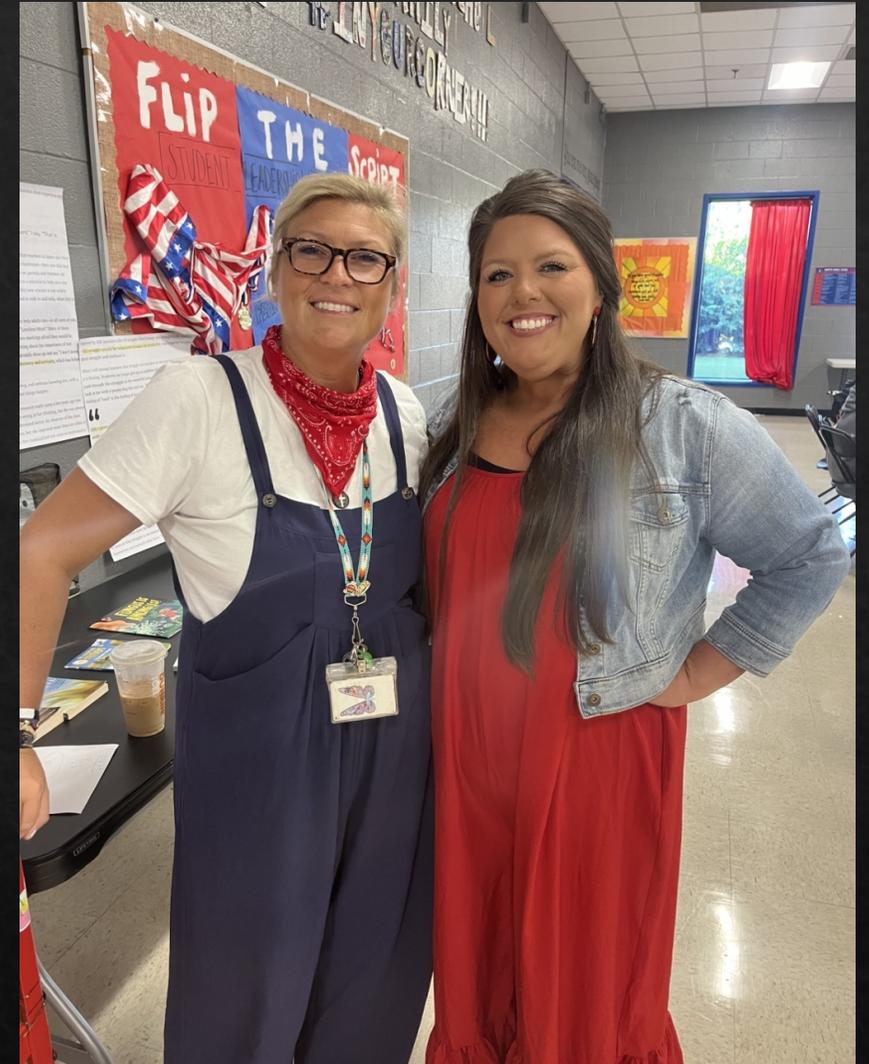


# Human Capital

The Cheatham County School District will develop a marketing plan to promote employment in our district and recruit, hire, and retain effective and culturally responsive employees.

# Building Teacher Capacity and Student Accountability

- ◆ Staff training on Adverse Childhood Experiences and Trauma-Informed Care including cultural awareness
- ◆ School-based behavior team
- ◆ Training and Implementation of Move This World – SEL curriculum aligned to the CASEL framework and MTSS
- ◆ Universal Behavior Screener





Come work with us! (Please share) <https://m.face...> See more

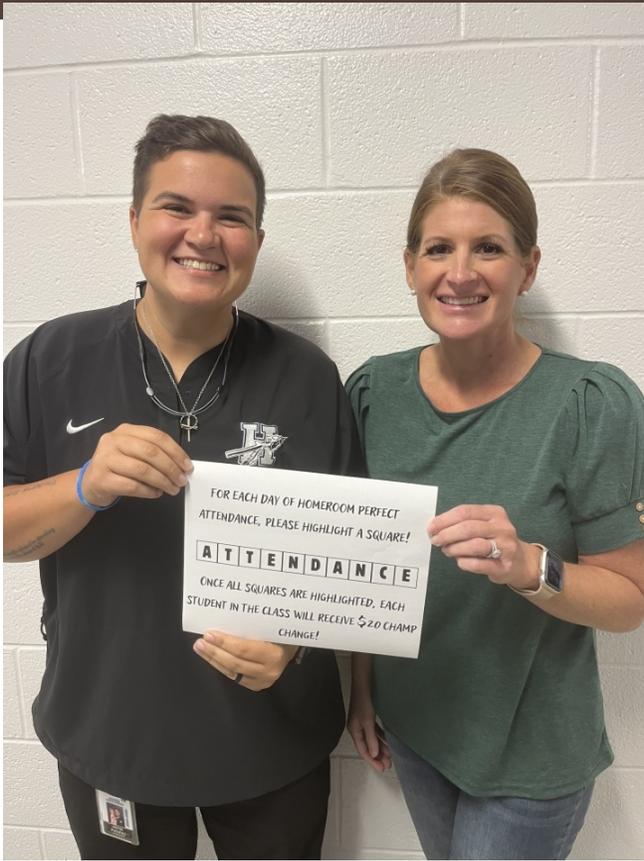


**CHEATHAM**  
County School District

CHEATHAMCOUNTYSCHOOLS.M...

**Middle School Special**

Signs, flyers, and media!



Attendance- we  
want kids to  
**WANT** to be here!

- ◆ Trying to keep students rolling from KSES and PEFAMS to HMS.
- ◆ 121 out of 127 came to HMS:
  - 1 went homeschool
  - 3 private school
  - 2 moved
- ◆ 5 students at HMS zoned for other schools in the county.
- ◆ 33 students at HMS from out of county
  - ◆ 9 of them are in 5th grade
  - ◆ 13 teacher kids at HMS from out of county



We want to keep employees and students at HMS!

We build capacity with our leadership teams:

- ◆ Teacher leadership team- representative from every department so voices are heard.
- ◆ Longevity: 16/58 of ALL staff (daycare/cafeteria/classified) have been at HMS over a decade. 6/58 over 2 decades.
- ◆ Student Council is our student leadership team- representatives from each grade

Culture- kids want to be here





*Human Capital*  
GOALS

2024-2025

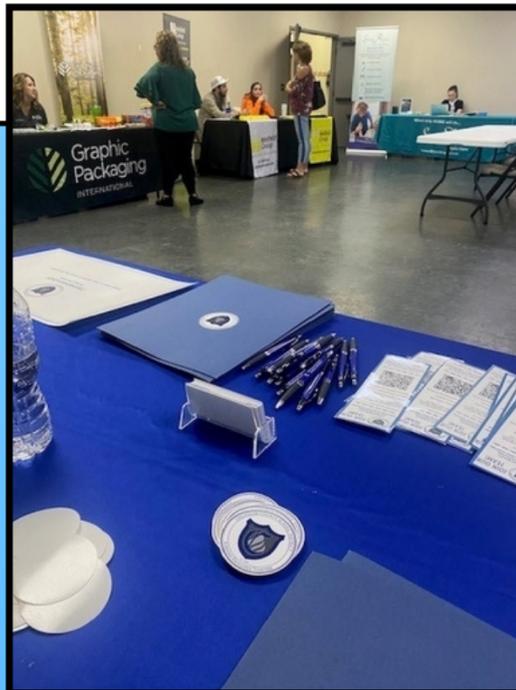
# HUMAN CAPITAL GOALS

Develop a marketing plan to **promote** employment in our district and **recruit, hire,** and **retain** effective and culturally responsive employees.

Build staff **capacity** through implementation of a **professional learning program** that provides training, coaching, and mentoring that instills a growth mindset.

# PROMOTING & RECRUITING

We have increased our participation in job fairs in several different locations, increased presence on job sites & social media, raises for employees the last two years, bonuses for longevity, and incentive programs.



# HIRE AND RETAIN

## Grow Your Own



# Exciting News!

Perfect Attendance Incentive  
Cheatham Advantage  
Providing Licensure Information  
Employment Opportunities

# **CAPACITY & PROFESSIONAL LEARNING PROGRAM**

Restructuring Induction Program  
Quarterly Newsletter  
New Hire Orientation  
MySmarthire  
Professional Development Opportunities  
Licensure Opportunitites

# Dream Big

**CHEATHAM COUNTY SCHOOL DISTRICT**





United Way of Greater Nashville and **Cheatham County Schools**  
Raise Your Hand Contract – August 2024/July 2025

**PURPOSE:** This memorandum of understanding establishes the guidelines for the grant award between United Way of Greater Nashville and Cheatham County Schools. The purpose of this MOU is to define the roles, relationships, timelines, funding, and obligations of both parties, including the use of the organizations' names.

**INTRODUCTIONS:** United Way of Greater Nashville's Raise Your Hand (RYH) has created the Tutoring Collaborative that will work in partnership with Cheatham County Schools (CCSD). to provide High-Dosage, Low-Ratio Tutoring to Tennessee students in **Math and English Language Arts (ELA)** to remediate learning loss by providing grade-level instructional support for students in grades 1-5.

- a) **Mission and Vision:** Through this subgrant, community partners will help expand the high-dosage, low-ratio RYH tutoring support for at-risk students in grades 1 through 5th aimed at improving academic outcomes.
- b) **Structure:** United Way of Greater Nashville's RYH and Cheatham County Schools. will collaborate to provide tutoring services to students selected by CCSD based on test scores. The program aims to serve up to 216 students, offering 30-60 minutes of tutoring two days a week during out-of-school time at selected schools in Cheatham County.
- c) **Duration:** The agreement is renewable from year to year. Tutoring will be provided in the fall and spring semester and summer equaling a maximum of 24 weeks of tutoring.

**ROLES AND RESPONSIBILITIES**

United Way of Greater Nashville and Cheatham County Schools hereby mutually agree to work together through the Raise Your Hand Tutoring Program to:

- 1) Provide open communication and leadership to achieve the mission and goals of this partnership.
- 2) Use the official logos and identifying marks of each partner equally on all communications and promotional materials related to the grant award and its implementation.
- 3) Communicate student academic progress and attendance expectations to families.
- 4) Provide outreach / family engagement activities throughout the school year.

**Cheatham County Schools Shall (will provide):**

- Assign and support a faculty member to oversee the program administration, curriculum development and data collection.
- Assign unique identifiers to student participants so that future success can be reported.
- Recruit and assign tutors (certified preferred, non-certified accepted) for each class.
- Conduct, retain and verify background checks and clearance for all tutors.
- Secure a safe space for out-of-school time tutoring offering morning / afternoon classes.
- Enroll up to 6 students per class under the RYH Partnership Model to maintain a 1:3 tutor-student ratio, allowing for independent work groups within the classroom.
- Permit volunteer tutors for in-person or remote sessions (this will include high school and college students) to reduce classroom ratios, for classes with 4 or more students.
- Provide student performance reports (fall, winter, spring) are due by May 30 to UWGN.
  - No final payments are made by UWGN prior to report submission.
- Conduct universal screening test to select and screen students in 1<sup>st</sup>-5<sup>th</sup> grade performing at levels of “approaching” and “below” proficiency.
- Create tutoring lessons from Tennessee High-Quality Instructional Materials (HQIM) from 2019 through current year.
- Provide documentation of the daily teacher planning time up to 30 minutes per week.
- Ensure all tutors attend RYH’s Annual Orientation and new tutors complete the Training Modules. Submit their hours of completion to UWGN service hour portal.
- Responsible for ensuring that all tutors comply with the RYH grant, TDOE, and district policies including any additional requirements.
- Provide an Educator’s Legal Liability (ELL) insurance policy endorsed to provide equivalent coverages for tutors paid to participate in this program.

**United Way of Greater Nashville’s Raise Your Hand Shall (will provide):**

- Hire and support an employee to conduct site visits, monitor snack inventory, assist with data report collection in a timely manner.
- Purchase welcome literacy kits for teachers to prepare volunteer weekly schedules.
- Pay for volunteer tutor background checks, reports are delivered to CCSD central office.
- Recruit, train, assign and monitor volunteer tutors (this includes high school and college students) to reduce classroom ratios, for classes with 4 or more students.
- Support family engagement activities and provide resources, books, and supplies throughout the program.
- Provide a daily snack (delivered by an approved food service vendor, IWC) for students.
- Offer ZOOM access for online tutoring with students, volunteers, and teachers, when applicable.

**United Way of Greater Nashville’s Raise Your Hand Shall (will provide):**

- Provide a training stipend for teachers (including orientation) at a flat rate of \$35.00 for up to 4 hours.
- Provide a salary of \$40.00 per hour to provide high dosage, low ratio tutoring services for up to two (2) hours per week with a maximum of 34 teachers.
- Provide a salary of \$40 per hour for up to 6 Lead Tutors for 2 hours per week to collect student data, performance, attendance reports and substitute as needed.
- Provide 30 minutes of planning time for tutors at flat rate of \$20 per week.

**TN ALL CORPS CONCLUSION**

TN ALL CORPS will has been extended July 31, 2025. Whereas Subrecipients must focus on increasing family engagement and student attendance of 85% or higher participating in tutoring sessions, with state-approved monitoring methods. Members of the TN ALL Corps team may observe tutoring sessions for support. All grant activities will be monitored by the State and the Comptroller of the Treasury until term. Grantees must establish a grievance system and display a sign regarding taxpayer funding. Instructional coherence should be used to create lessons from a state approved curriculum, and administer ZEARN for math lessons, at least three months.

All new tutors must complete TN ALL Corps Tutor Training Modules and submit completion certificates. Tutors must comply with all related policies and submit required reports on time, maintain attendance records for students and submit to portal at the end of each education unit. For grant closeout, submit the final invoice, enrollment, and attendance report within 30 days of the contract end to ensure timely payment.

**MEETINGS, INVOICES AND REPORTING**

Both parties shall participate in meetings for updates to ensure that each entity follows this memorandum of understanding. An invoice under this agreement shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements. Invoices are due on Dec 16, and May 30 with matching documentation. Enrollment / attendance reports will be collected quarterly and uploaded to E-plan or the State’s portal.

**PAYMENT FOR SERVICES**

The payment allotted for all services this 2024/25 school year is up to **\$95,000.00**. Should additional funding become available, UWGN will issue an addendum to adjust the agreement amount to enhance tutoring services provided. Unused Funds do not roll over.

UWGN and TDOE shall not be responsible for the payment of any invoice submitted after the grant disbursement reconciliation report. Reimbursement may take up to 2-4 weeks.

Checks made payable and mailed to:

**Attention: Ida Miller, Accounts Payable  
Cheatham County School District  
102 Elizabeth Street  
Ashland City TN 37015**

**CONFIDENTIALITY (including HIPPA and FERPA)**

All Tutors will follow the same standard of confidentiality adhered to by CCSD teachers. At no time or in any manner, either directly or indirectly, use for personal benefit, or divulge, disclose, or communicate in any manner any information that is proprietary to students, teachers, and/or parents.

**TERM/TERMINATION**

All parties shall agree to follow the established timeline to efficiently plan, execute, track, and monitor the progress of RYH and secure future funding. This Agreement shall remain in effect unless both parties agree that the services rendered are non-compliant or due to lack of funding availability. Any party may terminate this Agreement by providing written notice of termination to the other party at least 60 days prior to the end of the Initial Term. Terms of service shall become effective August 19, 2024, and end July 25, 2025. Tutoring will be provided in fall, spring and summer units equaling a maximum of 24 weeks of service.

This is the entire Agreement for both parties. There are no other promises or conditions in any other agreement whether oral or written. This Agreement shall be established upon signing.

By \_\_\_\_\_  
Representative, Cheatham County Schools District

Date \_\_\_\_\_

By \_\_\_\_\_  
Representative, United Way of Greater Nashville

Date \_\_\_\_\_

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <h2 style="margin: 0;">Use of Artificial Intelligence Programs</h2>	Descriptor Code: <b>4.214</b>	Issued Date:
		Rescinds:	Issued:

**First Reading**  
**8 8 2024**

**Second Reading**  
**9 5 2024**

1     *General*

2     Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the  
 3     district.<sup>1</sup>

4     Only approved AI programs may be utilized in student instruction or in completing student work. The  
 5     Director of Schools shall develop a procedure for staff to submit additional programs for approval.

6     Director of Schools or designee are tasked with overseeing the implementation of AI programs. These  
 7     staff members will review artificial intelligence programs to ensure compliance with district policies as  
 8     well as state and federal student data privacy laws and present recommendations to the Director of  
 9     Schools or designee for approval. Any approved programs shall be accessible to all students.

10    Employees shall not place personally identifiable information, financial information, intellectual  
 11    property, or other confidential information into an AI system.

12    The use of Artificial Intelligence (AI) by students or staff to generate false images, video, or audio is  
 13    strictly prohibited. This includes but is not limited to the creation, manipulation, distribution of  
 14    content that inaccurately represents the likeness or actions of any individual.

15    The Director of Schools or designee shall incorporate training programs on AI into professional  
 16    development for district staff. This training shall focus on responsible use of AI and best practices for  
 17    use in school settings and include instruction regarding personally identifiable information and the  
 18    need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of  
 19    securing and properly storing any data that is collected by the district in compliance with state and  
 20    federal law.

21    **STAFF USE**

22    Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting  
 23    communications, notes, images, and the development of content for instructional or administrative  
 24    purposes, as well as analyzing data and information. The following requirements shall be adhered to  
 25    when using AI in the completion of work:

- 26         1. Employees shall disclose their use of a generative AI tool if failure to do so would:
- 27             a. Violate the terms of the use of the AI tool;
- 28             b. Would mislead a supervisor or others as to the nature of the work; or
- 29             c. Would be inconsistent with the teacher code of ethic;<sup>2</sup>

30

- 1        2. Employees shall take all reasonable precautions to ensure the security of private student data
- 2        when utilizing AI programs;
- 3
- 4        3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in
- 5        order to reduce the risk of errors and inaccuracies;
- 6
- 7        4. Outputs shall not be incorporated into proprietary content or works; and
- 8

## 9        **STUDENT USE**

10       Teachers may allow students to use approved AI programs for instructional purposes. Any such use  
11       shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall  
12       ensure students are provided with appropriate instruction on the responsible use of AI.

## 13       **ACADEMIC INTEGRITY**

14       Students shall be instructed on responsible use standards including but not limited to the following:

- 15        1. Effective use of generative AI;
- 16
- 17        2. When it is appropriate to use AI in assignments;
- 18
- 19        3. How to determine whether AI responses are accurate;
- 20
- 21        4. Users assume responsibility for incorporating AI content responsibly; and
- 22
- 23        5. The difference between cheating and seeking support.

## 24       **NOTICE TO PARENTS**

25       The Director of Schools or designee shall provide notice to parent(s)/guardian(s) about the use of AI  
26       programs in the district. An approved list of AI programs will be provided by posting on the website.

## 27       **REPORTING**

28       The Director of Schools or designee shall submit a report to the Board of Education each June on how  
29       this policy will be enforced in the upcoming school year. The Board shall approve the report and the  
30       Director shall submit it to the Department of Education by July 1<sup>st</sup>.

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### Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

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### Cross References

Use of the Internet 4.406

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Interscholastic Athletics</b>	Descriptor Code: <b>4.301</b>	Issued Date: <b>10/07/21</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> <b>First Reading</b> 8 8 2024         </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px; margin-left: 100px;"> <b>Second Reading</b> 9 5 2024         </div>	Rescinds: <b>4.301</b>	Issued: <b>09/11/17</b>

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be  
 2 treated differently from another person, or otherwise be discriminated against in any athletic program of  
 3 the school. Equal athletic opportunities shall be provided for members of both sexes.<sup>1</sup> Student athletes  
 4 shall only be allowed to participate in athletic activities or events that align with the student’s sex  
 5 indicated on his/her original birth certificate.<sup>2</sup> The Director of Schools/designee shall require the  
 6 parent/guardian to provide the student’s original birth certificate prior to participation in any  
 7 interscholastic athletics. If the original birth certificate is not available or does not indicate the student’s  
 8 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of  
 9 the student’s sex at birth.

10 Interscholastic athletics shall be administered as a part of the regular school program and shall be the  
 11 principal’s responsibility. Principals shall ensure that school regulations regarding participation in a sport  
 12 are reasonable. Athletic schedules shall be filed in each school principal’s office. The principal or his/  
 13 her designee must accompany an athletic team on trips. Transportation of teams to athletic games is  
 14 approved by the board, provided the team’s school reimburses the board for mileage.

15 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control  
 16 of athletics.<sup>3</sup> **The Director of Schools/designee shall develop a code of conduct for all coaches to follow**  
 17 **in order to ensure the health and safety of athletes.**<sup>4</sup>

## 18 **INSURANCE & PHYSICAL EXAMINATIONS**

19 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must  
 20 provide proof of independently secured catastrophic coverage and liability coverage, with the school  
 21 system as a named insured, of not less than the limits set forth in **TCA § 29-20-403-state law.**<sup>4,5</sup>

22 Prior to participation in interscholastic athletics, every student must complete an annual physical  
 23 examination.<sup>5</sup> <sup>6</sup>The parents/guardians of each student shall be responsible for covering the cost of the  
 24 examination, and these records shall be on file in the principal’s office. It shall be the responsibility of  
 25 the parent(s) or guardian(s) to provide health and hospitalization insurance for all students participating  
 26 in interscholastic athletics.

## 27 **SCHEDULING CONFLICTS**

28 No principal or teacher of any school under the control of the board shall dismiss his/her school or any  
 29 group of students for the purpose of attending the practice of any interscholastic sport during the school  
 30 day without written permission from the board.<sup>6</sup> <sup>7</sup>This does not prevent the inclusion of regular physical  
 31 training lessons in the daily school program.

1 Students shall not be required to attend a school athletic event, or event related to participation on a  
 2 school athletic team, if the event is on an official school holiday, observed day of worship, or religious  
 3 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school days  
 4 prior to the event.<sup>7-8</sup>

#### 5 **SEVERE WEATHER<sup>4</sup>**

6 Severe weather is any type of weather that could impede the safety of any athlete by compromising the  
 7 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,  
 8 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be  
 9 discussed with all players, coaches, and officials, if applicable.

10 All coaches who oversee or participate in outdoor training, practice, or competition shall annually  
 11 complete a heat illness prevention course approved by the Tennessee Department of Health as well as  
 12 receive training on activity modifications based on environmental conditions.

#### 13 **ATTENDANCE & CONDUCT**

14 Attendance and conduct records of athletic participants shall be deemed acceptable by their principal  
 15 before these students may participate in athletics.

16 Participants on athletic teams shall maintain at least a C average.

#### 17 **PROHIBITION AGAINST HAZING**

18 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or  
 19 tolerate hazing activities.<sup>8-9</sup>

#### 20 **HOME SCHOOL STUDENT PARTICIPATION<sup>10</sup>**

21 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA  
 22 guidelines. If a school is not a member with these organizations, home school students that are zoned  
 23 for the school shall be permitted to participate in interscholastic athletics to the same extent as other  
 24 students.

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#### Legal References

1. ~~34 CFR § 106.41; 20 USCA § 1681 et seq.~~
2. ~~Public Acts of 2021, Chapter No. 40~~
3. ~~TRR/MS 0520-01-02-.08(1)~~
4. ~~TCA 29-20-403~~
5. ~~20 USCA § 1232h(e); TRR/MS 0520-01-13-.01(1)(a)~~
6. ~~TCA 49-6-1002(a)~~
7. ~~TCA 49-6-1002(e)~~
8. ~~TCA 49-2-120~~

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. TCA 49-6-310(a)
3. TRR/MS 0520-01-02-.08(1)
4. TCA 49-6-3601

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#### Cross References

- Special Use of School Vehicles 3.402  
 Student Insurance Program 3.601  
 Extracurricular Activities 4.300  
 Attendance 6.200

5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. Public Acts of 2024, Chapter No. 639

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <h2 style="margin: 0;">Library Materials</h2>	Descriptor Code: <b>4.403</b>	Issued Date: <b>09/01/22</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;">                         First Reading                          8 8 2024                     </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px; margin-left: 100px;">                         Second Reading                          9 5 2024                     </div>	Rescinds: <b>4.403</b>	Issued: <b>05/02/16</b>

1     *General*

2     The Director of Schools/designee shall be responsible for library collection development. **He/she shall**  
 3     **post the list of library materials online.** Library materials shall be reviewed to ensure the content aligns  
 4     with state law.<sup>1</sup> **Prior to the purchase of new materials, librarians shall review the age and maturity level**  
 5     **along with the reading level of the of the selected items for suitability.<sup>1</sup> A list of the new materials shall**  
 6     **be reviewed by the Director of Schools/designee.**

7     The Director of Schools/designee shall be responsible for periodically reviewing the district’s library  
 8     collection in line with these established standards. **Any materials found to be out of alignment with the**  
 9     **standards shall be removed, and this action shall be documented in writing and presented to the Director**  
 10    **of Schools and the Board.**

11    **STANDARDS<sup>2</sup>**

12    The library collection shall adhere to the following criteria:

- 13        1. Materials shall be suitable for and consistent with the educational mission of the school;
- 14        2. Materials shall be appropriate for the age and maturity levels of the students who may access
- 15        them. The determining factor will be based on an assessment of any mature themes or content
- 16        (i.e., violence, sexual content, vulgar language, substance abuse);
- 17        3. Materials shall contain literary, historical, and/or artistic value and merit; and
- 18        4. The collection as a whole shall offer a variety of viewpoints.

22    **Any materials that meet the following criteria shall be removed and excluded from the district’s library**  
 23    **collection:**

- 24        1. **Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess**  
 25        **violence, or sadomasochistic abuse as defined in state law<sup>3</sup>;**
- 26        2. **Are patently offensive as defined in state law; or**
- 27        3. **Appeal to the prurient interest as defined in state law.**

1 The Board shall be notified when any library materials are challenged or removed pursuant to  
2 this policy.  
3

#### 4 COMPLAINTS

5 If a complaint is made by an employee, student, or parent/guardian, ~~this process is to be followed the~~  
6 ~~person receiving the complaint shall:~~

- 7 1. Inform the complainant of the selection procedures and make no commitments.  
8
- 9 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.  
10
- 11 3. Inform the principal (and other appropriate personnel).  
12
- 13 4. Keep challenged materials available for use during the reconsideration process.  
14
- 15 5. Upon receipt of the completed form, the principal shall notify the Director of Schools.  
16
- 17 6. The principal shall request review of the challenged materials by an ad hoc materials review  
18 committee within ~~sixty (60)~~ **thirty (30)** days. The review committee is appointed by the  
19 principal and includes certified library media personnel, representatives from classroom  
20 teachers, **and one or more parents.** , ~~and may include one or more students.~~ The principal will  
21 inform the Director of Schools of the review committee's progress.  
22
- 23 7. The review committee shall take the following steps after receiving the challenged materials:  
24
  - 25 a. Read, view, or listen to the contested material in its entirety;
  - 26 b. Check general acceptance of the material by reading recognized and evaluative reviews;
  - 27 c. Determine the extent to which the material ~~supports~~ **is appropriate for the age and**  
28 **maturity levels of the students who have access to the materials and whether the**  
29 **material is suitable for, and consistent with,** the educational mission of the school;
  - 30 d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging  
31 the material for its strength and value; and
  - 32 e. ~~Present recommendation to principal for further action and to the Director of Schools~~  
33 ~~for purposes of information.~~
- 34 ~~8. If the complainant desires further action after receiving the recommendation of the committee~~  
35 ~~and the decision of the principal, an appeal may be made to the Board.~~  
36  
37

38 The principal shall present a recommendation to the Director of Schools. The Director of  
39 Schools shall assess the findings along with the recommendation of the principal and  
40 present a recommendation to the Board.

41 The board shall evaluate the recommendations of the principal and the Director of Schools  
42 along with the material to determine whether it is appropriate for the age and maturity

1 levels of the students who have access to the materials and whether the material is suitable  
2 for, and consistent with, the educational mission of the school. The Board shall review the  
3 findings and affirm, overturn, or modify the decision within sixty (60) days from which the  
4 feedback was received.  
5

6 **REMOVAL OF LIBRARY MATERIALS**

7 If it is determined that the material is not appropriate for the age and maturity levels of the  
8 students who have access to them or is not suitable for, and consistent with, the educational  
9 mission of the school, the material shall be removed from the library collection.

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Legal References

1. ~~*Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); Public Acts of 2022, Chapter No. 744~~

- Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2024, Chapter No. 782
3. TCA 39-17-90
4. TCA 49-6-3803

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Cross References

- Textbooks and Instructional Materials 4.400
- Checklist for Reconsideration of Library Materials 4.403.2
- Request for Reconsideration of Library Materials 4.403.3
- School and System Websites 4.407
- Controversial Materials 4.801

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term:  <h2 style="margin: 0;">Promotion and Retention</h2>	Descriptor Code: <b>4.603</b>	Issued Date: <b>02/01/24</b>
	<div style="display: flex; justify-content: space-around; margin: 0;"> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red;">                     First Reading 8 8 2024                 </div> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red;">                     Second Reading 9 5 2024                 </div> </div>	Rescinds: <b>4.603</b>	Issued: <b>05/02/19</b>

1 *General*

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and  
 3 federal law. All decisions shall be made in consultation with a student’s IEP and/or 504 team, if  
 4 applicable.<sup>1</sup>

5 **PROMOTION<sup>1</sup>**

6 ~~The director of schools/designee shall promote students to the next grade level based on the successful~~  
 7 ~~completion of required academic work and on the satisfactory progress in each of the relevant~~  
 8 ~~academic areas. However, no student enrolled in the third grade shall be promoted unless the student~~  
 9 ~~has shown a basic understanding of curriculum and the ability to perform the skills required in the~~  
 10 ~~subject of reading as demonstrated by the student's grades or standardized test results. This~~  
 11 ~~requirement shall not apply to students who are participating in a board approved, research-based~~  
 12 ~~intervention prior to the beginning of the next school year or to students who have an individualized~~  
 13 ~~education program (IEP).<sup>2</sup>~~

14 Students who have difficulty in achieving the requirements for promotion may be considered for  
 15 retention. Schools shall identify these students by February 1<sup>st</sup>. Factors used to identify students for  
 16 retention shall include:<sup>1</sup>

- 17 1. The student’s ability to perform at the current grade level;
- 18
- 19 2. The results of local assessments, screening, or monitoring tools;
- 20
- 21 3. State Assessments, as applicable;
- 22
- 23 4. The overall academic achievement of the student;
- 24
- 25 5. The student’s chance for success with more difficult material if promoted to the next grade;
- 26
- 27 6. Attendance record; and
- 28
- 29 7. Social and emotional maturity.
- 30
- 31 8. Home Literacy Reports.<sup>3</sup>

1 Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a  
2 student is due to:

3 1. Date of enrollment; or

4 2. Additional information acquired after results of local assessment, screening, or monitoring are  
5 released.

## 6 VOLUNTARY RETENTION

7 A parent/guardian of a student enrolled in kindergarten through second grade may choose  
8 to retain his/her student in the current grade level if:

9 1. The student has a documented academic or behavioral delay; and

10 2. The parent/guardian believes that retention may benefit the student.<sup>5</sup>

11

## 12 PROMOTION PLANS<sup>5-6</sup>

13 When a student is considered for retention, the student's parent(s)/guardian(s) shall be notified within  
14 fifteen (15) days, and an individualized promotion plan shall be developed to help the student avoid  
15 retention. The plan shall be developed in coordination with the student's teachers, IEP or 504 team, if  
16 applicable, and may also include input from the student's parent(s)/guardian(s), school counselor, or  
17 other appropriate school personnel. ~~A copy of the plan will be provided to the student's~~  
18 ~~parent(s)/guardian(s).~~

19 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements  
20 that will verify whether a student has made sufficient progress to be promoted to the next grade level,  
21 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade  
22 will include additional requirements for promoting students in these grades. A copy of the plan will be  
23 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-  
24 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then  
25 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the  
26 promotion plan.

27 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be  
28 promoted to the next grade level unless retention is required per additional requirements for students in  
29 third and fourth grade.<sup>6-7</sup>

30 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by  
31 the end of the school year, the student shall be eligible to enroll in a summer reading or learning  
32 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)  
33 calendar days prior to the start of the next school year if the student was enrolled in a summer program.  
34 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be

1 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school  
2 year.<sup>7-8</sup>

3 ~~The director shall develop procedures governing how decisions on retention will be made after the~~  
4 ~~student begins work on his/her individualized promotion plan.~~

### 5 ~~K—3 Reading Notification~~

6 ~~If it is determined through a student’s overall performance or a state or local assessment that a student~~  
7 ~~in grades kindergarten through three (K-3) is not meeting grade-level standards in reading, the~~  
8 ~~student’s parent(s)/guardian(s) shall be notified within fifteen (15) calendar days of such~~  
9 ~~determination.~~

## 10 **RETENTION**<sup>1-7</sup>

11 A student may be retained when such retention is in the best interest of the student or when retention is  
12 required per additional requirements for students in third and fourth grade.

### 13 *Decision of Retention – General*<sup>8-9</sup>

14 If a student is retained, the Director of Schools/designee shall develop an individualized academic  
15 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of  
16 the plan shall be provided to the student’s parent(s)/guardian(s) within ten (10) days of its  
17 development. This plan shall include at least one of the following strategies:

- 18 1. Adjustment to the current instructional strategies or materials;
- 19
- 20 2. Additional instructional time;
- 21
- 22 3. Individual tutoring ~~outside of school hours~~;
- 23
- 24 4. Modification to the student’s classroom assignment to ensure the student receives  
25 instruction from a highly effective teacher; with a level of overall effectiveness of above  
26 expectations (level 4) or significantly above expectations (level 5); or  
27
- 28 5. Attendance or truancy interventions.

29 A student shall not be retained more than once in any grade. The progress of students who are retained  
30 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the  
31 school year in which the student is retained. The Director of Schools shall develop procedures to  
32 ensure appropriate recordkeeping of students who are retained.

### 33 *Decision of Retention – Third Grade*<sup>9-10</sup>

34 Third grade students shall not be promoted to the next grade unless they are determined to be  
35 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts  
36 (ELA) based on the student’s most recent TCAP test.

- 1 Students who are not proficient in ELA may still be promoted if the following conditions are met:
- 2 1. A student in third grade receiving a performance level rating of “approaching” on the ELA  
3 portion of the student’s most recent TCAP test may be promoted if:  
4
- 5 a. The student is an English language learner and has received less than two (2) full years  
6 of ELA instruction;
  - 7 b. The student was previously retained in grades K-3;
  - 8 c. The student is retested before the next school year and scores proficient in ELA;
  - 9 d. The student attends a learning loss bridge camp before the next school year, maintains a  
10 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-  
11 test at the end of the camp;
  - 12 e. The student receives tutoring for the entirety of the next school year in accordance with  
13 state law; or
  - 14 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in  
15 ELA standards by scoring within the fiftieth percentile on the most recently  
16 administered state-provided benchmark assessment and the district provides tutoring  
17 services to the student during the entire fourth grade school year and notifies the  
18 student’s parent(s)/guardian(s), in writing, of the benefits of enrolling the student in  
19 summer programming.  
20
- 21 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of  
22 the student’s most recent TCAP test may be promoted if:  
23
- 24 a. The student is an English language learner and has received less than two (2) full years  
25 of ELA instruction;
  - 26 b. The student was previously retained in grades K-3;
  - 27 c. The student is retested before the next school year and scores proficient in ELA; or
  - 28 d. The student attends a learning loss bridge camp before the next school year, maintains a  
29 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next  
30 school year in accordance with state law.

31 *Decision of Retention – Fourth Grade*<sup>9-10</sup>

32 ~~Students in the following categories shall show adequate growth in the following ways before being~~  
33 ~~promoted to the fifth grade:~~

- 34 ~~1.—A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the~~  
35 ~~next school year in accordance with state law or because of attending a learning loss bridge~~  
36 ~~camp must maintain a ninety percent (90%) attendance rate; and~~  
37
- 38 ~~2.—A student receiving tutoring for the entirety of the next school year in accordance with state law~~  
39 ~~shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the~~  
40 ~~student may be promoted to fifth grade.~~

41 ~~A student shall not be retained more than once in fourth grade.~~

1 Students in the following categories may be promoted to fifth grade if they demonstrate adequate  
2 growth on the fourth-grade ELA portion of the TCAP test:

3 1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-  
4 grade school year; and

5 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while  
6 maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth  
7 grade school year.

8 If a student that was promoted to fourth grade under one of the provisions above does not demonstrate  
9 adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

10 1. The student's principal shall convene a conference consisting of the following parties: the student's  
11 parent(s)/legal guardian, the student's ELA teacher, and the student's principal.

12 2. The conference shall review the student's fourth grade ELA performance to determine if the student  
13 should be promoted to fifth grade.

14 3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:

15 a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's  
16 fifth-grade year; or

17 b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth  
18 grade.

19

20 *Decision of Retention – Students with Disabilities*<sup>10-11</sup>

21 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the  
22 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of  
23 TCAP was due to the student's disability. The school district shall not retain a student with a disability  
24 or a suspected disability that impacts their ability to read.

25 **APPEALS**<sup>7,11-8,12</sup>

26 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision  
27 to retain the student and provided with information on the right to appeal the decision. Appeals shall be  
28 made to a committee appointed by the principal within ~~five (5)~~ **ten (10)** business days. The student and  
29 his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be  
30 given the opportunity to address the committee. The committee shall conduct a hearing within five (5)  
31 business days to determine if the student will be promoted and issue such decision within ~~five (5)~~ **three**  
32 **(3)** business days. Upon notification of the committee decision, the principal shall send written  
33 notification to the Director of Schools/designee and the parent(s)/guardian(s). The notification shall

- 1 advise parent(s)/guardian(s) of their right to appeal such action within ~~five (5)~~ **ten (10)** business days to  
 2 the Director of Schools/designee.
- 3 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A  
 4 decision shall be issued within three (3) business days.
- 5 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's  
 6 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.  
 7 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.  
 8 The action of the Board shall be final.
- 9 For students where retention is required per the additional requirements for students in third and fourth  
 10 grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.<sup>12-13</sup>

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 Legal References

1. ~~State Board of Education Policy 3.300; TRR/MS 0520-01-03-.05(3)(b)~~
2. ~~TCA 49-6-3115; 20 USCA § 1400 et seq.~~
3. ~~20 USCA § 1400 et seq.; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115~~
4. ~~TRR/MS 0520-01-03-.16(5)~~
5. ~~TCA 49-1-905(e)~~
6. ~~TRR/MS 0520-01-03-.16(4)~~
7. ~~TRR/MS 0520-01-03-.16(6)~~
8. ~~TRR/MS 0520-01-03-.16(6)(f)~~
9. ~~TRR/MS 0520-01-03-.16(6)(e)~~
10. ~~TRR/MS 0520-01-03-.16(6)(g)~~
11. ~~TRR/MS 0520-01-03-.16(7)~~
12. ~~29 U.S.C. § 794 (Section 504); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16(7)(e)~~
13. ~~TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)~~
14. ~~TRR/MS 0520-01-03-.16(7)(f)~~

1. 20 USCA § 1400 et seq.; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. Public Acts of 2024, Chapter No. 829
6. TRR/MS 0520-01-03-.16(6)
7. TRR/MS 0520-01-03-.16(6)(f)
8. TRR/MS 0520-01-03-.16(6)(e)

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 Cross References

- Credit Recovery 4.210
- Grading System 4.600
- Reporting Student Progress 4.601
- Promotion and Retention 4.603.1
- Attendance 6.200
- Student Assignments 6.205
- Student Records 6.600

9. TRR/MS 0520-01-03-.16(6)(g)
10. TRR/MS 0520-01-03-.16(7)
11. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16(7)(e); Public Acts of 2024, Chapter No. 989
12. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
13. TRR/MS 0520-01-03-.16(7)(f)

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Physical Assault Leave</b>	Descriptor Code: <b>5.307</b>	Issued Date: <b>10/05/23</b>		
	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">First Reading 8 8 2024</td> <td style="padding: 5px;">Second Reading 9 5 2024</td> </tr> </table>	First Reading 8 8 2024	Second Reading 9 5 2024	Rescinds: <b>5.307</b>	Issued: <b>07/11/16</b>
First Reading 8 8 2024	Second Reading 9 5 2024				

1 *General*

2 **Employees shall be notified of their right to report a physical assault to the appropriate law enforcement**  
3 **agency.<sup>1</sup>**

4 ~~A teacher~~ **An employee** who is absent from assigned duties as a result of personal injury caused by  
5 physical assault or other violent criminal acts committed in the course of the ~~teacher's~~ **employee's**  
6 employment duties shall receive his/her full salary and full benefits until the ~~teacher~~ **employee** is released  
7 by his/her physician to return to work or his/her physician determines the ~~teacher~~ **employee** is  
8 permanently unable to return to work. **Hourly employees shall receive an amount representing the**  
9 **average number of hours the employee works for the district per pay period along with their full benefits,**  
10 **if available, until the employee is released by his/her physician to return to work or his/her physician**  
11 **determines the employee is permanently unable to return to work. An hourly employee is not eligible**  
12 **to receive the continued pay and benefits if he/she has been employed by the district for less that one (1)**  
13 **full pay period.<sup>2</sup>**

14 If the ~~teacher~~ **employee** receives workers' compensation or other similar benefits, the Board shall pay  
15 the difference between that amount and the ~~teacher's~~ **employee's** full salary or average pay, as  
16 applicable.<sup>+2</sup> The district shall pay the full salary or average salary, or the difference between the  
17 employee's full salary or average pay, as applicable, and the workers' compensation or similar benefits,  
18 if any, for up to one (1) year.

19 **PHYSICIAN STATEMENT**

20 A signed statement listing the cause of the absence shall be provided by the employee on forms  
21 furnished by the Director of Schools and shall promptly be given to the immediate supervisor in  
22 support of all claims. A certificate from the physician on forms furnished by the Director of Schools  
23 may also be required to verify the extent of the injury.<sup>2-3</sup>

Legal References

- 1. ~~TCA 49-5-714(a); Public Acts of 2023, Chapter No. 343~~
- 2. ~~TRR/MS 0520-01-02-04(4)(B)~~

Cross References

- Worker's Compensation 3.60
- Sick Leave 5.302
- Long Term Leaves of Absence 5.304

- 24 1. Public Acts of 2024, Chapter No. 915
- 25 2. TCA 49-5-714(a); Public Acts of 2024, Chapter No.
- 26 839
- 27 3. TRR/MS 0520-01-02-.04(4)(b)



# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>03/02/23</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> <b>First Reading</b> 8 8 2024         </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px; margin-left: 100px;"> <b>Second Reading</b> 9 5 2024         </div>	Rescinds: <b>5.701</b>	Issued: <b>10/06/22</b>

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup>  
 2 Substitute teachers may be employed and paid directly by the board of education or by a third party  
 3 public or private employer through an agreement between such third party employer and the board of  
 4 education.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit  
 6 eligibility conditions as substitute teachers employed directly by the board of education.<sup>2</sup>

7 **APPLICATION/QUALIFICATIONS**

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be  
 10 hired.<sup>4</sup>

11 Qualifications for substitute teachers shall be determined by the director of schools in compliance with  
 12 state laws and regulations.

13 A list of substitute teacher(s) will be prepared by the **D**irector of **S**chools or designee who will maintain  
 14 file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

15 **COMPENSATION**

16 If employed directly by the board of education, the compensation of substitute teachers shall be  
 17 determined annually by the board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the  
 19 same as a retired substitute teacher with an active teaching license. This only applies to teachers who  
 20 retired after July 1, 2011 through July 1, 2016.<sup>5</sup>

21 **CERTIFICATION**

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
 23 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught  
 24 **or shall be a retired teacher that held the appropriate endorsement.**<sup>5 6</sup> When substituting for a teacher  
 25 without sick leave, the substitute shall be certified and paid according to the state salary schedule.<sup>1</sup>

26 ~~Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement ben-~~  
 27 ~~efits<sup>1</sup> and may substitute for additional days if the director of schools certifies in writing to the division~~  
 28 ~~of retirement that no other qualified personnel are available to substitute teach.<sup>6</sup>~~

## 1 EMERGENCY NEEDS

2 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.  
3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being  
4 unable to arrive on time or remain for the full day.

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would  
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay  
7 for both positions at the same time.

## 8 TRAINING AND ORIENTATION

9 The Director of Schools or designee shall be responsible for ensuring that there are appropriate training  
10 and development programs for substitute teachers that includes the annual school safety training required  
11 by state law<sup>7</sup>.

## 12 RESPONSIBILITIES

13 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not  
14 limited to, bus duty and playground supervision.

## 15 RE-EMPLOYMENT/TERMINATION

16 On an annual basis, the Director of Schools, with input from the principals, shall determine which  
17 substitute teachers performed at an acceptable level. Substitute teachers who performed below an  
18 acceptable level shall not be re-employed.

19 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying  
20 the principal and/or third party employer if they wish to terminate their service as substitutes.

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### Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)(C)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. Public Acts of 2024, Chapter No. 735; TCA 49-6-805(7)

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### Cross References

- Arrangements for Substitute Teachers 5.701.1  
Performance Report for Substitute Teachers 5.701.2  
Background Investigations 5.118  
Employment of Retirees 5.119

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="text-align: center;">School Admissions</h2>	Descriptor Code: <b>6.203</b>	Issued Date: <b>02/01/24</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> <b>First Reading</b> 8 8 2024         </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px; margin-left: 100px;"> <b>Second Reading</b> 9 5 2024         </div>	Rescinds: <b>6.203</b>	Issued: <b>04/04/16</b>

1 Any student entering school for the first time must present:

2 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>

3 2. Evidence of a current medical examination.<sup>2</sup> ~~There shall be a complete medical examination of~~  
4 ~~every student entering school for the first time; and~~

5 3. Evidence of state-required immunization ~~or exemption as authorized by law.~~<sup>3</sup>

6 The name used on the records of a student entering school must be the same as that shown on the birth  
7 certificate unless evidence is presented that such name has been legally changed through a court as  
8 prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used  
9 on the records of such student will be the same as that shown on documents which are acceptable to  
10 the school principal as proof of date of birth.<sup>4</sup>

11 A child whose care, custody and support have been assigned to a resident of the district by a power of  
12 attorney, or similar document of legal effect as recognized by another state court, tribunal jurisdiction  
13 or order of the court shall be enrolled in school provided appropriate documentation has been filed with  
14 the district office.<sup>5</sup>

15 A student may transfer into the school system at any time during the year if his/her parent(s) or legal  
16 guardian moves his/her residence into the school system.

17 **ADJUDICATED DELINQUENT STUDENT** <sup>6</sup>

18 If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b),  
19 the parents/guardians and a school administrator of any school having previously received similar  
20 notice from the juvenile court or another source, shall provide to the school principal/designee, the  
21 abstract provided under TCA 37-1-153 or TCA 37-1-154 or other similar written information. ~~when~~  
22 ~~any such student:~~ A principal or principal's designee may ask a parent/guardian in writing if their  
23 student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days  
24 of the student first enrolling in the school and when any such student:

25 (1) Initially enrolls in an LEA;

26 (2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or

27 (3) Changes schools within this state.

1 This information shall be shared only with school employees who have responsibility for classroom  
 2 instruction of the student and the school counselor, social worker or psychologist who is developing a  
 3 plan for the child while in the school, and the school resource officer. Such information is otherwise  
 4 confidential and shall not be released to others, and the written notification shall not become a part of  
 5 the student's record.<sup>6-7</sup>

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#### Legal References

1. ~~TCA 49-6-3008(b)~~
2. ~~TRR/MS 0520-01-03-.08(2)(a)~~
3. ~~TCA 49-6-5001(e)~~
4. ~~TCA 49-6-3001(e)(6); TCA 37-1-131(a)(2)~~
5. ~~TCA 49-6-3001(e)(6)~~
6. ~~TCA 49-6-3051~~

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-13-.01(1)(a); 20 USCA § 1232h(c)
3. TCA 49-6-5001(c)
4. TCA 49-6-5106
5. TCA 49-6-3001(c)(6)
6. TCA 37-1-153(e), 154; TCA 49-6-3051; Public Acts of 2024, Chapter No. 721
7. TCA 49-6-3051(d)

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#### Cross Reference

~~School Admission Requirements 6.203.3~~  
~~Proof of in-County Residency 6.203.4~~

Admission of Suspended/Expelled Students 6.318  
 Homeless Students 6.503  
 Migrant Students 6.504  
 Students in Foster Care 6.505  
 Students from Military Families 6.506

# Cheatham County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>10/05/23</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> <b>First Reading</b> 8 8 2024         </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> <b>Second Reading</b> 9 5 2024         </div>	Rescinds: <b>6.309</b>
			Issued: <b>10/01/20</b>

1 In order to ensure a safe and secure learning environment, the following offenses shall not be  
2 tolerated:<sup>1</sup>

- 3 1. Bringing to school or being in unauthorized possession of a firearm on school property;<sup>2</sup>
- 4 2. Unlawful possession of any drug, including any controlled substance, controlled substance  
5 analogue, or legend drug on school grounds or at a school-sponsored event;<sup>3</sup>
- 6 3. Aggravated assault;<sup>4</sup> ~~or~~
- 7 4. Assault that results in bodily injury<sup>5</sup> upon any teacher, principal, administrator, any other  
8 employee of the school, or school resource officer.
- 9 5. **Valid** threats of mass violence on school property or at a school-related activity **as**  
10 **determined by a threat assessment team.**<sup>6</sup>

11 Committing any of these offenses shall result in a student being expelled from the regular school  
12 program for at least one (1) calendar year unless modified by the Director of Schools. Modification of  
13 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance  
14 offenses may be assigned to an alternative school or program at the discretion of the Director of  
15 Schools.<sup>6-7</sup>

16 When it is determined that a student has violated this policy, the principal shall notify the student's  
17 parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.<sup>7-8</sup>

Legal References

1. ~~TCA 49-6-3401(g)~~
2. ~~18 USCA § 921(a)(3); 20 USCA § 7961~~
3. ~~TCA 39-17-454; TCA 53-10-101~~
4. ~~TCA 39-13-102~~
5. ~~TCA 39-13-101(a)(1)~~
6. ~~TCA 39-16-517; Public Acts of 2023, Chapter No. 299~~
7. ~~TCA 49-6-3401(g)(2); TCA 49-6-3402~~
8. ~~TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)~~
1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 39-16-517; TCA 49-6-3401(g)(2)(D); Public Acts of 2024, Chapter No. 882
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1); Public Acts of 2024, Chapter No. 882

Cross References

- ~~Threat Assessment Team 3.204~~  
 Code of Conduct 6.300  
 Drug-Free Schools 6.307  
 Suspension 6.316  
 Student Disciplinary Hearing Authority 6.317  
 Alternative Education 6.319  
 Safe Relocation of Students 6.4081



# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in April</b>	<b>Suspension</b>	Descriptor Code: <b>6.316</b>	Issued Date: <b>10/01/20</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> <b>First Reading</b> 8 8 2024         </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px; margin-left: 100px;"> <b>Second Reading</b> 9 5 2024         </div>	Rescinds: <b>6.316</b>	Issued: <b>05/01/17</b>

1 *General*

2 A principal may suspend a student from attendance in a specific class or school related activity without  
 3 suspending the student from attendance at school. Based on the severity of the offense, a principal may  
 4 suspend a student from attendance at school and all school activities.

5 Students may be suspended for good and sufficient reasons including, but not limited to:<sup>1</sup>

- 6 1. Willful and persistent violation of the rules of the school;
- 7 2. Immoral or disreputable conduct, including vulgar or profane language;
- 8 3. Violence or threatened violence against the person of any personnel attending or assigned to any  
 9 school;
- 10 4. Willful or malicious damage to real or personal property of the school, or the property of any  
 11 person attending or assigned to the school;
- 12 5. Inciting, advising or counseling of others to engage in any of the action that would justify  
 13 suspension;
- 14 6. Marking, defacing, or destroying school property;
- 15 7. Possession of a pistol, gun or firearm on school property;<sup>2</sup>
- 16 8. Possession of a knife or other weapons, as defined in state law, on school property;<sup>3</sup>
- 17 9. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene  
 18 or threatening language;
- 19 10. Unlawful use or possession of barbitol or legend drugs, as defined in state law;<sup>4</sup>
- 20 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 21 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly  
 22 explosive or destructive device including chemical weapons on school property or at a school  
 23 sponsored event;
- 24 13. One (1) or more students initiating a physical attack on an individual student on school property  
 25 or at a school activity, including travel to and from school;

- 1 14. Assault against a school employee as defined in state law;<sup>6</sup>
- 2 15. Off-campus criminal behavior resulting in felony charges;
- 3 16. When behavior poses a danger to persons or property or disrupts the educational process; or
- 4 17. Any other conduct prejudicial to good order or discipline in any school.

5 Except in an emergency, a principal shall not suspend any student until that student has been advised  
6 of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

7 If as a result of an investigation, a principal/designee finds that a student acted in self-defense under a  
8 reasonable belief that the student, or another to whom the student was coming to the defense of, may  
9 have been facing the threat of imminent danger of death or serious bodily injury, then the student may  
10 not face any disciplinary action.<sup>5</sup>

11 When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Director of  
12 Schools/designee of the following:

- 13 1. Student's suspension;
- 14 2. Cause for the suspension; and
- 15 3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s),  
16 student, and the principal.

17 If a student is suspended during the last ten (10) days of any term or semester, he/she shall be  
18 permitted to take such final examinations or submit such required work as necessary to complete the  
19 course of instruction for that semester, subject to conditions prescribed by the principal.<sup>6</sup>

## 20 **IN-SCHOOL SUSPENSION<sup>7</sup>**

21 In-school suspension shall be offered to students as an alternative program (if applicable) to complete  
22 academic assignments and receive credit for work completed.

23 Students given an in-school suspension in excess of one (1) day from classes shall attend special  
24 classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for  
25 study. Personnel responsible for in-school suspension shall ensure that each student is supervised at all  
26 times and has textbooks and classwork assignments from his/her regular teachers.

## 27 **SUSPENSIONS LONGER THAN FIVE DAYS<sup>8</sup>**

28 If a suspension is longer than five (5) days, the principal shall develop and implement a plan for  
29 improving the student's behavior.

## 30 **SUSPENSIONS LONGER THAN TEN DAYS<sup>9</sup>**

31 If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written  
32 notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall

1 be filed within five (5) days of receipt of the notice. These appeals may be filed by the  
 2 parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the  
 3 school district if requested by the student.

4 The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If  
 5 a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

6

## 7 SCHOOL SPONSORED EVENTS<sup>6</sup>

8 If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1)  
 9 calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that  
 10 is not directly related to a student's grade in a course of instruction.

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### Legal References

1. ~~TCA 49-2-203(a)(7); TCA 49-6-3401(a)~~
2. ~~TCA 39-17-1309(b)~~
3. ~~TCA 39-17-1309~~
4. ~~TCA 53-10-101; TCA 39-17-454~~
5. ~~TCA 49-6-3401(i)~~
6. ~~TCA 49-6-3401(d)~~
7. ~~TCA 49-6-3401(b)(1)~~
8. ~~TCA 49-6-3401(e)(3)~~
9. ~~TCA 49-6-3401(a)(e); Goss v. Lopez, 419 U.S. 565 (1975); 20 USCA § 1415~~

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### Cross References

- Traffic and Parking Controls 3.403
- Code of Conduct 6.300
- Procedural Due Process 6.302
- Interference/Disruption of School Activities 6.306
- Drug-Free Schools 6.307
- Bus Safety and Conduct 6.308
- Zero Tolerance Offenses 6.309
- Dress Code 6.310
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319

- 11 1. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
- 12 2. TCA 39-17-1309(b)
- 13 3. TCA 39-17-1309
- 14 4. TCA 53-10-101; TCA 39-17-454
- 15 5. Public Acts of 2024, Chapter No. 882
- 16 6. Public Acts of 2024, Chapter No. 915; TCA 39-13-
- 17 101
- 18 7. TCA 49-6-3401(i)
- 19 8. TCA 49-6-3401(d)
- 20 9. TCA 49-6-3401(b)
- 21 10. TCA 49-6-3401(c)(3)
- 22 11. TCA 49-6-3401(a)-(c); Goss v. Lopez, 419 U.S. 565
- 23 (1975); 20 USCA § 1415

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Admission of Suspended or Expelled Students</b>	Descriptor Code: <b>6.318</b>	Issued Date: <b>10/06/22</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> <b>First Reading 8 8 2024</b> </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px; margin-left: 100px;"> <b>Second Reading 9 5 2024</b> </div>	Rescinds: <b>6.318</b>	Issued: <b>04/04/16</b>

1 The Board may deny admission of any student (except those in state custody) who has been expelled  
 2 or suspended from another school system in Tennessee or another state even though the student has  
 3 established residency in the system in which he/she seeks enrollment.

4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding  
 5 the suspension/expulsion from the former school system ~~and make a recommendation to the Board to~~  
 6 ~~approve or deny the request.~~ The principal may ask the parent(s)/guardian(s) in writing if their student  
 7 has been adjudicated delinquent for an offense listed in TCA 49-6-3051 and submit any records to the  
 8 Director of Schools.<sup>1</sup> Based on the results of the investigation, the Director of Schools or designee shall  
 9 make a recommendation to the Student Disciplinary Hearing Board to approve or deny the request.

10 The ~~Board~~ Student Disciplinary Hearing Board shall not deny enrollment beyond the length of the  
 11 imposed suspension/expulsion.

12 A student may be dismissed if it is determined subsequent to the enrollment that the student has been  
 13 suspended or expelled from the former school system.<sup>1</sup>

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Legal References

1. TCA 49-6-3401(f); Public Acts of 2022, Chapter No. 868; 20 USCA § 1232g(b)(4), (h)

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Cross References

- School Admissions 6.203  
 Student Records 6.600-604

- 14 1. Public Acts of 2024, Chapter No. 721  
 15 2. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <h2 style="text-align: center;">Grading System</h2>	Descriptor Code: <b>4.600</b>	Issued Date: <b>07/07/22</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> <b>First Reading</b> 8 8 2023         </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px; margin-left: 100px;"> <b>Second Reading</b> 9 5 2024         </div>	Rescinds: <b>4.600</b>	Issued: <b>03/04/19</b>

1 The director of schools shall develop an administrative procedure to establish a system of grading and  
 2 assessment for evaluating and recording student progress and to measure student performance in  
 3 conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall  
 4 follow all applicable statutes and rules and regulations of the State Board of Education. The  
 5 grading/assessment system shall be uniform district-wide at comparable grade levels, except that the  
 6 **Director of Schools** shall have the authority to establish and operate ungraded and/or unstructured classes  
 7 in grades K-3 according to state rules and regulations.<sup>1</sup>

8 The **Director of Schools** shall submit a copy of the grading, reporting and assessment systems to the  
 9 board before the system is implemented.<sup>2</sup> These guidelines shall be communicated annually to students  
 10 and parents/guardians.<sup>1</sup>

11 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)<sup>1</sup>**

13 Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established  
 14 by the State Board of Education. Using the uniform grading system, students' grades shall be reported  
 15 for the purposes of application for post-secondary financial assistance administered by the Tennessee  
 16 Student Assistance Corporation.

17 Subject-area grades shall be expressed by the following letters with their corresponding percentage  
 18 range:

- 19 • A (90-100)
- 20 • B (80-89)
- 21 • C (70-79)
- 22 • D (60-69)
- 23 • F (0-59)

24 **Grading floors with a minimum above zero are not permitted.**<sup>3</sup> This grading system shall be uniform  
 25 throughout the school system for each grade.

26 Advanced coursework grades will be weighted with additional percentage points to calculate the  
 27 semester average. Depending on the course taken, the following percentage points will be assigned:

- 28 • Honors Courses – three (3) percentage points;
- 29 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, ~~and Dual Enrollment~~  
 30 **Courses** – four (4) percentage points; and

- 1       • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and  
2       International Baccalaureate Courses, **and Dual Enrollment Courses** – five (5) percentage points.

### 3       **LOTTERY SCHOLARSHIPS<sup>3</sup>**

4       Each school counselor shall provide incoming freshman with information on college core courses  
5       required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,  
6       etc.) that must be met in order to receive a scholarship.

7       Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal  
8       Student Aid (FAFSA). The FAFSA is available at the guidance office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).  
9       Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications  
10      in a timely manner.

11      Elementary and Middle school counselors should explain the HOPE Scholarship and its requirements to  
12      their students and impress upon them the benefits of making good grades.

### 13      **LOTTERY SCHOLARSHIP DAY**

14      Each school year, prior to scheduling courses for the following school year, schools teaching students in  
15      grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>4</sup>

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#### Legal References

1. ~~TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; Public Acts of 2022, Chapter No. 1080~~
  2. ~~TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)~~
  3. ~~TCA 49-4-904, 907~~
  4. ~~TCA 49-4-932(f)~~
- TCA 49-2-203(b)(16); TCA 49-2-301(b)(1)(H)  
TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407  
Public Acts of 2024, Chapter No. 1005  
TCA 49-4-904, 905, 907  
TCA 49-4-932(f)

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#### Cross References

Alternative Credit Options 4.209  
 Credit Recovery 4.210  
 Reporting Student Progress 4.601  
 Honor Roll, Awards, & Class Ranking 4.602  
 Promotion and Retention 4.603  
 Transcript Alterations 4.608



# Cheatham County Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <h2 style="text-align: center;">Surplus Property Sales</h2>	Descriptor Code: <b>2.403</b>	Issued Date: <b>09/05/19</b>
	<div style="border: 1px solid black; padding: 5px; color: red; font-weight: bold;">                     First Reading 9 5 2024                 </div>	Rescinds: <b>2.403</b>	Issued: <b>12/07/15</b>

1 The **D**irector of **S**chools shall prepare a list of unusable items for Board approval.<sup>1</sup> The list shall contain  
 2 the following information: name of item, date of purchase and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general  
 4 circulation at least seven (7) days prior to the sale.<sup>2</sup> **Notice shall also be published on a news and**  
 5 **information website in accordance with state law.**<sup>3</sup>

6 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be  
 7 disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools  
 8 and the Board Chair shall agree in written form that the property is of no value or is of less value than  
 9 five hundred dollars (\$500).<sup>3 4</sup>

10 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the  
 11 Board shall approve other methods of disposal.<sup>3-5</sup>

12 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall  
 13 approve all surplus equipment prior to the materials being disposed of at the end of the school year.

14 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS**<sup>4-6</sup>

15 When equipment that was purchased with federal dollars is no longer needed for the original project or  
 16 program or for other activities currently or previously supported by a federal agency, disposition of the  
 17 equipment shall be made as follows:

- 18 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained,  
 19 sold or otherwise disposed of with no further obligation to the awarding agency.
- 20 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained  
 21 or sold and the awarding agency shall have a right to an amount calculated by multiplying the  
 22 current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. ~~TCA 49-6-2006(b)(3); TCA 49-6-2208~~
2. ~~TCA 49-6-2007; Public Acts of 2019, Chapter No. 413~~
3. ~~TCA 12-2-403(a)~~
4. ~~2-CFR-§ 200.313~~

Cross References

- Duties of Officers 1.201
- Unusable Items for Disposal 2.403.1
- Inventories 2.702
- Textbooks 4.401

- 1 1. TCA 49-6-2006(b)(3); TCA 49-6-2208
- 2 2. TCA 49-6-2007(b)
- 3 3. Public Acts of 2024, Chapter No. 793
- 4 4. TCA 49-6-2007(d)
- 5 5. TCA 12-2-403(a)
- 6 6. 2 CFR § 200.313(e)

<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date: <b>10/07/21</b>
	First Reading 9 5 2024	Rescinds: <b>2.806</b>	Issued: <b>02/06/20</b>

1 All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five  
2 thousand dollars (\$25,000), including those of individual schools, shall be based on competitive bids.<sup>1</sup>  
3 These bids shall be solicited by advertisement in a newspaper of general circulation within the school  
4 district **and by publication on a news and information website in accordance with state law.**<sup>2</sup> However,  
5 said newspaper advertisement may be waived by the purchasing agent in an emergency. The  
6 purchasing agent shall advertise for bids and receive quotations.<sup>1</sup>

7 All purchases of twenty-five thousand dollars (\$25,000) or less, including those of individual schools,  
8 may be made in the open market without newspaper notice but shall, whenever possible, be based on at  
9 least three (3) competitive bids.<sup>2</sup>

10 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or  
11 all bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons  
12 relative to the purpose of the purchase.<sup>3</sup> Any bid may be withdrawn prior to the scheduled time for the  
13 opening of bids. Any bid received after the time and date specified shall not be considered.

14 The bidder to whom the award is made may be required to enter into a written contract.

15 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding  
16 or other purchasing procedures is strictly prohibited.

17 **EXEMPTIONS FROM COMPETITIVE BIDDING**

18 Contracts for legal services, educational consultants, **services from an insurance producer**, and similar  
19 services by professional persons or groups of high ethical standards shall not be based upon  
20 competitive bids but shall be awarded on the basis of recognized competence and integrity.<sup>4-5</sup>

21 ~~Insurance purchased through a plan authorized and approved by an organization of governmental  
22 entities representing cities and counties shall also be exempted.~~<sup>5</sup>

23 ~~Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market~~  
24 ~~without public advertisement or competitive bidding. Whenever possible, however, at least three (3)~~  
25 ~~documented quotes shall be obtained.~~<sup>6</sup>

Legal References

- 1. ~~TCA 49-2-203(a)(3); Public Acts of 2021, Chapter No. 310~~
- 2. ~~TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2)~~
- 3. ~~TCA 49-2-203(a)(3)(C)~~

Cross References

- Executive Committee 1.301
- Consultants 1.303
- Conflict of Interest 5.601

- 4.— TCA 12-3-1209; TCA 12-4-107
- 5.— TCA 29-20-407

- TCA 49-2-203(a)(3); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513
2. Public Acts of 2024, Chapter No. 793
  3. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513
  4. TCA 49-2-203(a)(3)(D)(i)(c)
  5. TCA 12-3-1209; TCA 12-4-107; TCA 29-20-407
  6. Public Acts of 2024, Chapter No. 661

<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date: <b>11/04/21</b>
		Rescinds: <b>5.802</b>	Issued: <b>09/10/18</b>

**First Reading  
9 5 2024**

1 **QUALIFICATIONS**

- 2       1. A professional educator's license
- 3       2. A master's degree in education with a preference for a doctorate degree
- 4       3. Three (3) years of successful experience in school administration
- 5       4. Such other qualifications as the Board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational

9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall

11 extend to all activities of the district, to all phases of the educational program, to all aspects of the

12 financial operation, to all facility management, and to the conduct of such other duties as may be assigned

13 by the Board. The Director of Schools may delegate these duties together with appropriate authority but

14 may neither delegate nor relinquish ultimate responsibility for results or any portion of accountability.

15 **ESSENTIAL FUNCTIONS**

16 **General Administrative**

- 17       1. Provides leadership in identification of priorities and assures that all activities reflect those
- 18       board-established priorities.
- 19       2. Prepares and recommends short and long-range plans for Board approval and implements those
- 20       plans when approved.
- 21       3. Prepares, in conjunction with the Chair, agenda recommendations relative to all matters
- 22       requiring board action, including all facts, information, options, and reports needed to assure
- 23       informed decisions. Provides advice and counsel to the Board on matters before it.
- 24       4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
- 25       of the proceedings of all meetings of the Board and of its official acts.
- 26       5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.
- 27       Recommends policies or courses of staff action.

- 1       6. Develops administrative procedures to implement board policy or for the items deemed  
2       necessary for the efficient operation of the schools and disseminates these procedures to  
3       appropriate staff.
- 4       7. Keeps the Board informed regarding development in other districts or at state and national levels  
5       that would be helpful to the district.
- 6       8. Ensures that all local, state, and federal standards for the health and safety of the students and  
7       staff are maintained and that required reports are maintained.
- 8       9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and  
9       the rules and regulations of the State Board of Education.<sup>1</sup>

## 10    **Financial Management**

- 11       1. Provides direction to and supervision of school business functions. Encourages development and  
12       implementation of sound business practices. Continually assesses business practices to achieve  
13       efficiency.
- 14       2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget  
15       to the appropriate local funding body for adoption.
- 16       3. Makes appropriate written reports for the Board, detailing all receipts and expenditures of the  
17       public school funds, and submits them to the local funding body.
- 18       4. Ensures that funds are spent prudently by providing adequate control and accounting of the  
19       district's financial and physical resources.

## 20    **Personnel Administration**

- 21       1. Establishes lines of authority which shall be approved by the Board and shown on the system  
22       organization chart. Lines of authority shall not restrict the practical working relationships of all  
23       staff members at all levels.
- 24       2. Employs such personnel as may be necessary within the limits of budgetary provisions and  
25       recommends to the Board teachers who are eligible for tenure.
- 26       3. Develops recruitment procedures to assure well-qualified applicants for professional and non-  
27       professional positions.
- 28       4. Assigns and transfers employees as the interest of the district may dictate and reports such action  
29       to the Board for information and record.
- 30       5. Holds meetings of teachers and other employees as necessary for the discussion of matters  
31       concerning the welfare and improvement of the schools.
- 32       6. Communicates directly, or through delegation, all actions of the Board relating to personnel  
33       matters to all and receives employees' communications to be made to the Board.

- 1 7. Evaluates principals annually.
- 2 8. Informs the Office of Educator Licensing of licensed educators or educators who have a  
3 temporary teaching permit who have been suspended or dismissed, who have resigned,  
4 following allegations of conduct, including sexual misconduct, which, if substantiated, would  
5 warrant consideration for license suspension, revocation, or formal reprimand, or who have been  
6 convicted of a felony. **This report shall also be made if the licensed educator has pleaded guilty  
7 or nolo contendere to, or has been convicted or otherwise found guilty of such an offense or  
8 equivalent offense in another jurisdiction.** The report shall be submitted within thirty (30) days  
9 of the suspension, dismissal, or resignation or of receiving knowledge of the felony conviction.<sup>2</sup>

## 10 **Instructional Leadership**

- 11 1. Serves as the chief school executive. Ensures the development and maintenance of a positive  
12 educational program designed to meet the needs of the community and to carry out the policies  
13 of the Board. Ensures that a system of thorough and efficient education, as defined by state law,  
14 is available to all students.
- 15 2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major  
16 changes in tests and time schedules to be used in the schools.
- 17 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 18 4. Develops guidelines and direction for monitoring the effectiveness of existing and new  
19 programs.
- 20 5. Conducts a periodic audit of the total school program and advises the Board of recommendations  
21 for the educational advancement of the schools.
- 22 6. Seeks out available sources for grant funding to support programs and projects.
- 23 7. Ensures that the goals of the school system are adequately reflected in its educational program  
24 and operations.

## 25 **Community/Public Relations**

- 26 1. Promotes community support of the schools. Interprets district programs and services, reports,  
27 plans, events, and activities of interest and solicits community opinions regarding school and  
28 educational issues.
- 29 2. Identifies available community resources and links to social service agencies that support  
30 education and healthy child development.
- 31 3. Develops strategies to promote parental involvement in their student's education and provides  
32 opportunities for parent-teacher interaction.
- 33 4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.

1           5. Ensures that the district interests will be represented in meetings and activities of municipal and  
2           other governmental agencies.

3           6. Represents the school district and its interests in community organizations, activities, and  
4           projects.

5   **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the Board  
6   and the Director of Schools. Salary to be determined by the Board.

7   **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law  
8   and the Board's policy on evaluation of the Director of Schools.

9   **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and  
10   level of work being performed by the person assigned to this position. They are not intended to be a  
11   complete list of responsibilities, duties, and skills required of personnel so assigned.

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Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c);  
Public Acts of 2021, Chapter No. 211

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Cross References

Executive Committee 1.301  
Board-Media Relations 1.502  
Administrative Procedures 1.601  
Administrative Committees 1.602  
Administrative Reports 1.603  
School District Planning 1.701  
Job Descriptions 5.103  
Application and Employment 5.106  
Evaluation of the Director of Schools 5.803



# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <h2 style="text-align: center;">Code of Conduct</h2>	Descriptor Code: <b>6.300</b>	Issued Date: <b>12/07/23</b>
	<b>First Reading 9 5 2024</b>	Rescinds: <b>6.300</b>	Issued: <b>09/03/20</b>

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of  
 2 conduct which are appropriate for each level of school.<sup>1</sup> Codes of Conduct for students in pre-  
 3 kindergarten through 12<sup>th</sup> grade shall utilize alternative disciplinary practices such as ACES/Building  
 4 Stronger Brains Trainings, behavior intervention plans, RTI<sup>2</sup>B- Response to Instruction and  
 5 Intervention – Behavior, multi-tiered system of supports, positive school climate practices, and  
 6 restorative practices. ~~In these grades,~~ Exclusionary discipline shall only be used as a measure of last  
 7 resort.<sup>2</sup> The development of each code shall involve principals and ~~faculty~~ staff members of each level  
 8 and shall be ~~consistent with the relevant policies as adopted by the Board-~~ based on evidence-based  
 9 behaviors supports and interventions.<sup>3</sup>

10 The following levels of misbehavior and disciplinary procedures and options are standards designed to  
 11 protect all members of the educational community in the exercise of their rights and duties and to  
 12 maintain a safe learning environment where orderly learning is possible and encouraged.<sup>4</sup> These  
 13 misbehaviors apply to student conduct on school buses, on school property, and while students are on  
 14 school sponsored outings. Staff members ~~have the authority to enforce the code of conduct~~<sup>3</sup> and shall  
 15 ensure that disciplinary measures are implemented in a manner that:<sup>5</sup>

- 16 1. Balances accountability with an understanding of traumatic behavior;
- 17 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not  
18 allowed at school;
- 19 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and  
20 behavioral intervention plans;
- 21 4. Creates consistent rules and consequences; and
- 22 5. Models respectful, non-violent relationships.

23 In order to ensure that these goals are accomplished, the school district shall utilize the following  
 24 trauma-informed discipline practices: ACES/Building Stronger Brains Trainings, behavior intervention  
 25 plans, RTI<sup>2</sup>B – Response to Instruction and Intervention- Behavior, multi-tiered system of supports,  
 26 positive school climate practices and restorative practices. ~~Principals shall use appropriate discipline  
 27 management techniques when enforcing the code of conduct.~~

## 28 MISBEHAVIORS: LEVEL I

29 This level includes minor misbehavior on the part of the student which impedes orderly classroom  
 30 procedures or interferes with the orderly operation of the school but which can usually be handled by  
 31 an individual staff member.

1            *Examples (not an exclusive listing)*

- 2            • Classroom disturbances
- 3            • Classroom tardiness
- 4            • Cheating and lying
- 5            • Abusive language
- 6            • Non-defiant failure to do assignments or carry out directions
- 7            • Wearing, while on the grounds of a public school during the regular school day,
- 8            clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 9            learning environment<sup>6</sup>
- 10          • ~~Minor~~ Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious),
- 11          Bullying, Cyber-bullying, and/or Hazing)

12          *Disciplinary Procedures*

- 13          • Staff member intervenes immediately.
- 14          • Staff member determines what offense was committed and its severity.
- 15          • Staff member determines who committed the offense and if he/she understands the
- 16          nature of the offense.
- 17          • Staff member employs appropriate disciplinary options.
- 18          • The record of the offense and disciplinary action shall be maintained by the staff
- 19          member.

20          *Disciplinary Options*

- 21          • Verbal reprimand
- 22          • Special assignment
- 23          • Restricting activities
- 24          • Assigning work details
- 25          • Counseling
- 26          • Withdrawal of privileges
- 27          • Issuance of demerits
- 28          • Strict supervised study
- 29          • Detention
- 30          • In-school suspension
- 31          • Behavioral Intervention Plans
- 32          • RTI<sup>2</sup>B
- 33          • Multi-tiered system of supports
- 34          • Restorative practices

35          **MISBEHAVIORS: LEVEL II**

36          This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of

37          the school. These misbehaviors do not represent a direct threat to the health and safety of others but

38          have educational consequences serious enough to require corrective action on the part of

39          administrative personnel.

1 *Examples (not an exclusive listing)*

- 2           • Continuation of unmodified Level I behaviors  
 3           • School or class tardiness  
 4           • Using forged notes or excuses  
 5           • Disruptive classroom behavior

6 *Disciplinary Procedures*

- 7           • The student is referred to the principal for appropriate disciplinary action.  
 8           • The principal meets with the student and ~~teacher~~ staff member.  
 9           • The principal hears the accusation made by the ~~teacher~~ staff member and allows the  
 10          student the opportunity to explain his/her conduct.  
 11          • The principal takes appropriate disciplinary action and notifies the ~~teacher~~ staff member  
 12          of the action.  
 13          • The record of offense and disciplinary action shall be maintained by the principal.

14 *Disciplinary Options*

- 15           • Teacher/schedule change  
 16           • Modified probation  
 17           • Behavior modification  
 18           • Social probation  
 19           • Peer counseling  
 20           • Referral to outside agency  
 21           • In-school suspension  
 22           • Transfer  
 23           • Detention  
 24           • Suspension from school-sponsored activities or from riding school bus  
 25           • Out-of-school suspension (not to exceed ten (10) days)  
 26           • Behavioral Intervention Plans  
 27           • RTI<sup>2</sup>B  
 28           • Multi-tiered system of supports  
 29           • Restorative practices

30 **MISBEHAVIORS: LEVEL III**

31 This level includes acts directly against persons or property but whose consequences do not seriously  
 32 endanger the health or safety of others in the school.

33 *Examples (not an exclusive listing)*

- 34           • Continuation of unmodified Level I and II behaviors  
 35           • Fighting  
 36           • Vandalism (minor)

- 1 • Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs,
- 2 drug paraphernalia, and/or alcohol
- 3 • Stealing
- 4 • Threats to others
- 5 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 6 Cyber-bullying, and/or Hazing)

#### 7 *Disciplinary Procedures*

- 8 • The student is referred to the principal for appropriate disciplinary action.
- 9 • The principal meets with the student and ~~teacher~~ **staff member**.
- 10 • The principal hears the accusation and allows the student the opportunity to explain
- 11 his/her conduct.
- 12 • The principal takes appropriate disciplinary action.
- 13 • The principal may refer incident to the Director of Schools and make recommendations
- 14 for consequences.
- 15 • If the student's program is to be changed, adequate notice shall be given to the student
- 16 and his/her parent(s)/guardian(s) of the charges against him, his/her right to appear at a
- 17 hearing, and his/her right to be represented by a person of his/her choosing.
- 18 • Any change in school assignment is appealable to the Board.
- 19 • The record of offense and disciplinary action shall be maintained by the principal.

#### 20 *Disciplinary Options*

- 21 • In-school suspension
- 22 • Detention
- 23 • Restitution from loss, damage, or stolen property
- 24 • Out-of-school suspension not to exceed ten (10) days
- 25 • Social adjustment classes
- 26 • Transfer
- 27 • Expulsion
- 28 • Behavioral Intervention Plans
- 29 • RTI<sup>2</sup>B
- 30 • Multi-tiered system of supports
- 31 • Restorative practices

#### 32 **MISBEHAVIORS: LEVEL IV**

33 This level of misbehavior includes acts which result in violence to another's person or property or  
 34 which pose a threat to the safety of others in the school. These acts are so serious that they usually  
 35 require administrative actions which result in the immediate removal of the student from the school,  
 36 the intervention of law enforcement authorities, and/or action by the Board.

37 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school  
 38 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or  
 39 death to another person.<sup>7</sup>

1 *Examples (not an exclusive listing)<sup>8</sup>*

- 2 • Continuation of unmodified Level I, II, and III behaviors
- 3 • Death threat (hit list)
- 4 • Threat of mass violence on school property or at a school related activity\*
- 5 • Extortion
- 6 • Bomb threat\*
- 7 • Possession/use/transfer of dangerous weapons
- 8 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 9 employee of the school, or a school resource officer\*
- 10 • Aggravated assault\*
- 11 • Vandalism
- 12 • Theft/possession/sale of stolen property
- 13 • Arson
- 14 • Possession of unauthorized substances (i.e. any controlled substance, controlled
- 15 substance analogue, or legend drug)\*
- 16 • Use/transfer of unauthorized substances
- 17 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 18 Cyber-bullying, and/or Hazing)
- 19 • Electronic threat to cause bodily injury or death to another student or school employee\*

20 *Disciplinary Procedures*

- 21 • The principal confers with appropriate staff members and with the student.
- 22 • The principal hears the accusations and allows the student the opportunity to explain
- 23 his/her conduct.
- 24 • The parent(s)/guardian(s) are notified.
- 25 • Law enforcement officials are contacted.
- 26 • The incident is reported, and recommendations are made to the Director of Schools.
- 27 • If the student's placement is to be changed, adequate notice of the charges shall be
- 28 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 29 hearing.

30 *Disciplinary Options*

- 31 • Other hearing authority or Board action which results in appropriate placement
- 32 • Behavioral Intervention Plans
- 33 • RTI<sup>2</sup>B
- 34 • Multi-tiered system of supports
- 35 • Restorative practices

36 \* Zero tolerance offenses

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 Legal References

1. ~~TCA 49-6-4005; TCA 49-6-3024~~
2. ~~TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118~~
3. ~~TCA 49-6-4109~~
4. ~~TCA 49-6-4009~~
5. ~~TCA 49-6-4008~~
6. ~~TCA 49-6-2801~~
7. ~~TCA 49-6-2802~~
8. ~~TCA 39-16-517; TCA 49-6-3401 (g); Public Acts of 2023, Chapter No. 209~~
1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2024, Chapter No. 882; Public Acts of 2024, Chapter No. 915;
9. Public Acts of 2024, Chapter No. 882

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 Cross References

Traffic and Parking Controls 3.403  
 Student Safety 6.300.1  
 Acknowledgement of Receipt of Code of Conduct 6.300.2  
 Procedural Due Process 6.302  
 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304  
 Bus Safety and Conduct 6.308  
 Zero Tolerance Offenses 6.309  
 Dress Code 6.310  
 Corporal Punishment 6.314  
 Detention 6.315  
 Suspension 6.316  
 Safe Relocation of Students 6.4081

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <h2 style="margin: 0;">Opioid Antagonist</h2>	Descriptor Code: <b>6.4052</b>	Issued Date: <b>05/07/18</b>
	First Reading 9 5 2024	Rescinds:	Issued:

1 *General*

2 The district shall maintain an opioid antagonist at each school in at least two (2) unlocked, secure  
 3 locations to be administered to any student believed to be having a drug overdose.<sup>1</sup> **The opioid**  
 4 **antagonist shall be stored in accordance with the manufacturer’s instructions.**<sup>2</sup> School nurses and other  
 5 school personnel expected to provide emergency care to students shall be trained according to the  
 6 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may  
 7 utilize the school’s supply of opioid antagonists to respond to a drug overdose, under a standing  
 8 protocol from a physician.

9 **School district staff shall not prohibit a student, employee, or visitor from possessing an opioid**  
 10 **antagonist while the person is on school property or attending a school-sponsored activity held at a**  
 11 **location that is not school property.**<sup>2</sup>

12 **PARENTAL NOTIFICATION**

13 The school system shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist  
 14 has been administered.

15 **PROCEDURES**

16 The director of schools shall develop procedures for the maintenance and usage of opioid antagonists  
 17 as well as procedures regarding record keeping and reporting after any incident.

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Legal References

- 1. ~~State Board of Education Policy 4.205~~  
 1.State Board of Education Policy 4.205; TCA 49-50-1604
- 2. Public Acts of 2024, Chapter No. 629

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Cross References

- Opioid Antagonist 6.4052.1
- Receipt/Storage of Naloxone 6.4052.2
- Use Reporting Form 6.4052.3



<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Reporting Child Abuse</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>07/07/22</b>
	<b>First Reading 9 5 2024</b>	Rescinds: <b>6.409</b>	Issued: <b>10/01/20</b>

1 *General*

2 The Director of Schools shall:<sup>1</sup>

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional  
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school **and**  
5 **submit this information to the Department of Children’s Services;**
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;
- 7 3. Supply the Coordinator with all the necessary resources;
- 8 4. Ensure that all school personnel annually complete the child abuse training program required  
9 by state law.<sup>2</sup>

10 The Coordinator shall assist any employee with appropriately reporting and responding to instances of  
11 child abuse or child sexual abuse.

12 **REPORTING**

13 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel  
14 know or have reasonable cause to suspect abuse or neglect, a report shall be filed immediately with the  
15 Coordinator, the Department of Children’s Services (DCS), and law enforcement.<sup>4</sup> When alleged abuse  
16 involves someone employed by, previously employed by, or otherwise affiliated with the school, the  
17 report may be made directly to the DCS and law enforcement prior to notifying the Coordinator.<sup>5</sup>

18 The report shall include, to the extent known by the reporter:<sup>6</sup>

- 19 1. The name, address, telephone number, and age of the child;
- 20 2. The name, telephone number, and address of the parents or persons having custody of the child;
- 21 22
- 23 3. The nature and extent of the abuse or neglect; and
- 24 25
- 26 4. Any evidence to the cause or any other information that may relate to the cause or extent of the  
abuse or neglect.

27 The Director of Schools/designee shall develop reporting procedures, including sample indicators of  
28 abuse and neglect, and shall disseminate the procedures to all school personnel.

## 1 CONFIDENTIALITY

2 District employees shall keep all information regarding any child abuse confidential in accordance  
3 with state law.

## 4 INVESTIGATIONS

5 School administrators and employees have a duty to cooperate, provide assistance, and information in  
6 child abuse investigations<sup>7</sup> including permitting DCS teams to conduct interviews while the child is at  
7 school. The principal may control the time, place, and circumstances of the interview but may not  
8 insist that a school employee be present even if the suspected abuser is a school employee or another  
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the  
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>8</sup>

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### Legal References

~~TCA 49-6-1601~~  
~~TCA 37-1-408; Public Acts of 2022, Chapter No. 841~~  
~~TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)~~  
~~TCA 37-1-403(a)(2); TCA 49-6-1601~~  
~~Public Acts of 2022, Chapter No. 781~~  
~~TCA 37-1-403(b)~~  
~~TCA 37-1-611(b)~~  
~~Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)~~

1. TCA 49-6-1601; Public Acts of 2024, Chapter No. 571
2. TCA 37-1-408
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. TCA 49-6-1601(d)(1)(B)(v)

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### Cross References

Recommendations and File Transfers 5.203  
 Staff-Student Relations 5.610  
 Interrogations and Searches 6.303  
 Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304  
 Title IX & Sexual Harassment 6.3041  
 Promoting Student Welfare 6.400  
 Reporting of Child Abuse 6.409.1

6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

# Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Use of Personal Communication Devices and Electronic Devices</h2>	Descriptor Code: <b>6.312</b>	Issued Date: <b>04/04/16</b>
<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     First Reading                      9 5 2024                 </div>		Rescinds: <b>6.312</b>	Issued: <b>09/04/12</b>

- 1 Students may possess personal communication devices and personal electronic devices so long as such
- 2 devices are turned off and stored in lockers, backpacks, purses or personal carry-alls. Such devices
- 3 include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the
- 4 capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets. ~~;~~ and
- 5 mp3 players. ~~However, a teacher may grant permission for the use of these devices to assist with~~
- 6 ~~instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course~~
- 7 ~~work. The principal or his/her designee may also grant a student permission to use such a device at~~
- 8 ~~his/her discretion.~~
  
- 9 Students and employees may only use electronic devices to photograph or record in an approved manner.
  
- 10 Unauthorized use or improper storage of a device will result in confiscation until such time as it may be
- 11 released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary
- 12 action.

<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date: <b>11/02/23</b>
	<b>First Reading 9 5 2024</b>	Rescinds: <b>5.106</b>	Issued: <b>09/07/23</b>

1 **APPLICATION**

2 An individual desiring a position shall make application to the Director of Schools on forms developed  
 3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require  
 4 criminal history background checks and fingerprinting of applicants for teaching positions and any  
 5 other positions that require proximity to children.<sup>1</sup> If applying for a teaching position, the Director of  
 6 Schools shall also check the applicant’s license status in the State Board of Education’s database to  
 7 determine if there is a hold on that applicant’s license, and if so, the reasoning behind the hold.<sup>2</sup>

8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall  
 9 also constitute a Class A misdemeanor which must be reported to the District Attorney General for  
 10 prosecution.<sup>3</sup>

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the  
 12 applicant. The Board shall reimburse the applicant if a position is offered and accepted.<sup>4</sup>

13 *Professional Employees*

14 The application shall include a transcript of credits earned at the colleges or universities attended along  
 15 with references from persons such as previous employers, college professors, and supervisors of  
 16 student teachers. Other information shall include whether such applicant has been dismissed for cause  
 17 from a school system.<sup>5</sup> If previously employed by a local board of education, the applicant shall  
 18 provide evidence of acceptable resignation.

19 No person shall be employed:

- 20 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board  
 21 of Education;<sup>6</sup>
- 22 2. Who has been identified by the Department of Children’s Services, or on a similar registry in  
 23 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or  
 24 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;<sup>7</sup>
- 25 3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department  
 26 of Health<sup>7</sup> or on a similar registry in another jurisdiction;
- 27 4. ~~Who does not present a physician's certificate showing a satisfactory health record or~~ Who has  
 28 any contagious or communicable disease in such form that might endanger the health of school  
 29 children;<sup>8</sup>
- 30 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of  
 31 Tennessee and of the United States of America;<sup>9</sup>

- 1 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 2 employment for cause; or
- 3 7. Who does not receive a satisfactory background check.<sup>10</sup>

#### 4 *Support Employees*

5 No person shall be employed:

- 6 1. Who has any contagious or communicable disease in such form that might endanger the health
- 7 of the children;<sup>8</sup>
- 8 2. Who has been identified by the Department of Children's Services, or on a similar registry in
- 9 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
- 10 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;<sup>7</sup>
- 11 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
- 12 of Health<sup>7</sup> or on a similar registry in another jurisdiction;
- 13 4. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>11</sup>
- 14 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 15 employment for cause; or
- 16 6. Who does not receive a satisfactory background check.<sup>10</sup>

#### 17 **EMPLOYMENT**

18 After checking references and receiving written recommendations, the Director of Schools shall hire

19 and assign qualified applicants.

#### 20 *Initial Employment for Professional Employees*

21 The Director of Schools shall notify such person, in writing, of the offer and conditions of

22 employment. Upon receipt of employment notification, such person shall have fourteen (14) days to

23 accept or reject, in writing, the offered employment.<sup>12</sup> From the date of the written acceptance, such

24 person is considered to be under employment with the system and is subject to all rights, privileges,

25 and duties.

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Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e); Public Acts of 2023, Chapter No. 222
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

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Cross References

- Orientation and Probation 5.107
- Compensation Guides & Contracts 5.110
- Background Investigations 5.118
- Recommendations and File Transfers 5.203
- Interim Employees 5.700
- Qualifications and Duties of the Director of Schools 5.802

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="text-align: center;">Tobacco-Free Schools</h2>	Descriptor Code: <b>1.803</b>	Issued Date: <b>05/02/19</b>
	<b>First Reading 9 5 2024</b>	Rescinds: <b>1.803</b>	Issued: <b>12/07/15</b>

- 1 All uses of tobacco and tobacco products, including smokeless tobacco, electronic/battery operated
- 2 devices, vapor products, and all other associated paraphernalia are prohibited in all of the school district's
- 3 buildings and in all vehicles that are owned, leased or operated by the district.<sup>1</sup> Smoking and vaping shall
- 4 be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events
- 5 or public restrooms.<sup>2</sup>
  
- 6 Employees and students in the school district will not be permitted to use these products while they are
- 7 participants in any class or activity in which they represent the school district.
  
- 8 Signs will be posted throughout the district's facilities to notify students, employees and all other persons
- 9 visiting the school that the use of these products is forbidden. The following notice shall be prominently
- 10 posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is*
- 11 *prohibited by law in seating areas and in restrooms.*<sup>3</sup>
  
- 12 Any person under ~~eighteen~~ **twenty one (18 21)** who possesses these products may be issued a citation
- 13 by a School Resource Officer. Regardless of whether a citation is issued, the product shall be seized.<sup>4</sup>

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Legal References

1. 20 USCA § 6083; TCA 39-17-1604(6); TCA 39-17-1503(9), (10)
2. TCA 39-17-1604(10)
3. TCA 39-17-1605
4. TCA 39-17-1505(b)

Cross References

Community Use of School Facilities 3.206

<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in December</b>	Descriptor Term:  <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: <b>05/05/22</b>
	<b>First Reading 9/5/2024</b>	Rescinds: <b>4.700</b>	Issued: <b>02/06/20</b>

1 *General*

2 The Board shall provide for a system-wide testing program which shall be periodically reviewed and  
3 evaluated. The purposes of the program shall be to:

- 4           1. Assist in promoting accountability;
- 5
- 6           2. Determine the progress of students;
- 7
- 8           3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10          4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12          5. Analyze the improvements needed in a given instructional area;
- 13
- 14          6. Assist in the screening of students with learning difficulties;<sup>1</sup>
- 15
- 16          7. Assist in placing students in remedial programs;
- 17
- 18          8. Provide information for college entrance and placement; and
- 19
- 20          9. Assist in educational research by providing data.<sup>2</sup>

21 The director of schools shall be responsible for planning and implementing the program, which includes:

- 22           1. Determining specific purposes for each test;
- 23
- 24           2. Selecting the appropriate test to be given;
- 25
- 26           3. Establishing procedures for administering the tests;
- 27
- 28           4. Making provision for interpreting and disseminating the results;
- 29
- 30           5. Maintaining testing information in a consistent and confidential manner; and
- 31
- 32           6. Ensuring that results are obtained as quickly as possible, especially when placement in a  
33 special learning program might be necessary.

1 State-mandated student testing programs shall be undertaken in accordance with procedures published  
2 by the State Department of Education.<sup>3</sup>

### 3 **WEIGHTING TCAP SCORES**

4 TNReady<sup>4</sup> and EOC<sup>5</sup> scores will be included in students' final grades as follows:

- 5 a) Grades 3-5 –10% of the student's final average second semester
- 6 b) Grades 6-8 –10% of the student's final average second semester
- 7 c) Grades 9-12 – ~~20~~15% of the student's final average second semester

8 The Cheatham County School System shall use the following methodology: cube root.

9 The director of schools may exclude these scores from students' final grades if grades are not received  
10 by the district at least five (5) instructional days before the end of the course.<sup>4,5</sup>

### 11 **INTEREST INVENTORIES AND CAREER ASSESSMENTS<sup>6</sup>**

12 Interest inventories shall be made available to middle schoolers. Schools shall make an interest inventory  
13 such as, but not limited to, the Kuder assessment, Myers-Briggs Type Indicator® personal inventory,  
14 the ASVAB, the College Board Career Finder, or other interest or career inventory available to public  
15 middle schoolers or ninth graders to assist students in determining the students' interests and in making  
16 career decisions. These will include assessments such as the Kuder assessment, Myers-Briggs Type  
17 Indicator, the ASVAB, or the College Board Career Finder.

18 Career aptitude assessments shall be administered to 7<sup>th</sup> graders in order to inform the student's high  
19 school plan of study. **Upon receiving the results from these assessments, the school shall provide**  
20 **students with information on any available career and technical education opportunities in which the**  
21 **student is eligible to participate.**

### 22 **TESTING INFORMATION AND PARENTAL CONSENT**

23 Any test directly concerned with measuring student ability or achievement through individual or group  
24 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee  
25 of the system without first obtaining written consent of the parents or guardians.<sup>2</sup>

26 Results of all group tests shall be recorded on the students' permanent records and shall be made  
27 available to appropriate personnel in accordance with established board policies.<sup>7</sup>

28 No later than July 31 of each year, the Board shall publish on its website information related to state  
29 and board mandated tests that will be administered during the school year. The information shall  
30 include:<sup>8</sup>

- 31 1. The name of the test;
- 32 2. The purpose and use of the test;

- 1           3. The grade or class in which the test will be administered;
- 2           4. The tentative date or dates that the test will be administered;
- 3           5. The time and manner in which parents and students will be notified of the results of the test;
- 4           6. How parents can access the questions and answers on their student’s state-required tests; and
- 5           7. If a board mandated test, how the test complements and enhances student instruction and
- 6           learning and how it serves a purpose distinct from state-required tests.
- 7   Testing information shall also be placed in student handbooks or other school publications that are
- 8   provided to parents on an annual basis.

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Legal References

1. ~~TCA 49-10-108~~
2. ~~20 USCA § 1232(g)~~
3. ~~TRR/MS 0520-01-03-.03(11)~~
4. ~~TCA 49-1-617; State Board of Education Policy 2.102~~
5. ~~TRR/MS 0520-01-03-.03(11)(e); State Board of Education Policy 2.103; TCA 49-1-617~~
6. ~~TCA 49-6-412~~
7. ~~TCA 10-7-504(a)(4)(A)~~
8. ~~TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103~~

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Cross References

- Student Surveys, Analyses, and Evaluations 6.4001  
 Student Records 6.600

- 9   1. [TCA 49-10-108](#)
- 10 2. [20 USCA § 1232g](#)
- 11 3. [TRR/MS 0520-01-03-.03\(10\)](#)
- 12 4. [TCA 49-1-617; State Board of Education Policy 2.102](#)
- 13 5. [TRR/MS 0520-01-03-.03\(10\); State Board of Education Policy 2.103; TCA 49-1-617](#)
- 14 6. [TCA 49-6-412](#)
- 15 7. [TCA 10-7-504\(a\)\(4\)\(A\)](#)
- 16 8. [TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103](#)
9. [TRR/MS 0520-07-01-.03\(3\)](#)
10. [TCA 49-6-6017 ; State Board of Education Policy 2.103](#)